

MONTANA WILD SCHEDULER APPLICATION USER MANUAL

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I. CALENDAR VIEWS

This allows a user to select a specific Calendar View.

From the Internet Browser (Internet Explorer, FireFox or Chrome, etc.) go to www.mt.gov and you will see the Montana Wild Scheduling application. Select the "Calendar Views" button.



There are two Calendar Views available that can be selected:



- All Events – this shows all Events scheduled at the Center
- Events Open to the Public – this shows only the Events that are Open to the Public.

II. MAKE A RESERVATION

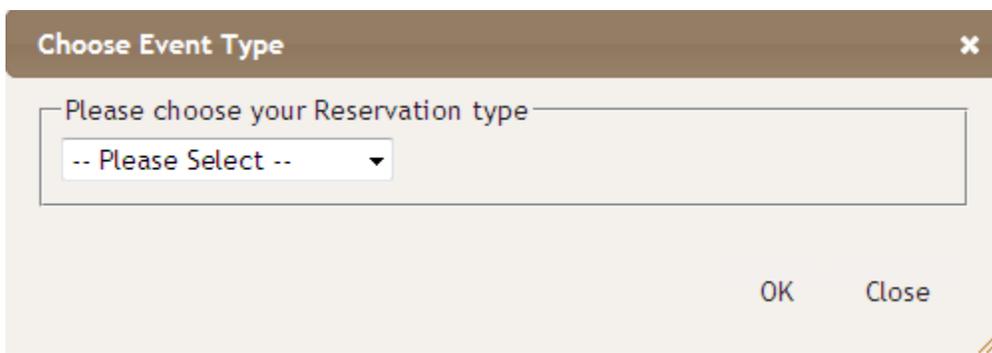
This allows a user to make a Reservation.

NOTE: Some event types require more information such as School Events.

From the main screen select the “Make a Reservation” button.



You will get prompted to “Choose Event Type”, use the down arrow to see the list of available types of events that can be scheduled.



From the drop down list, choose the Event Type.

Choose Event Type ✕

Please choose your Reservation type

-- Please Select --

- Please Select --
- FWP Meeting
- Meeting
- School Group
- State Agency Meeting
- Tour
- Youth Group

OK Close

Once you choose the Event Type and hit OK, you will get the Calendar displayed for that specific event to allow you to choose a date and time.

Calendar Views Make a Reservation

Make a Reservation: FWP Meeting ←

today November 2012 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
	1p MT FWP State Parks Meeting	8a MT FWP State Parks Meeting	8a MT FWP State Parks Meeting 9:30a testing meeting 12p Montana City School	12:30p Prairie View School		
4	5	6	7	8	9	10
10a MT WILD Emergency Training	12a Closed for election day	5p Pending Event Public Event	6p Helena Hunters and Anglers Club	Public Event 8a Commission Meeting	9:15a Pending Event 9:30a Tina's Test	9a Pending Event 1p Pending Event

Notice we chose "FWP Meeting"

Select the Day by clicking on the calendar day desired.



Montana Fish, Wildlife & Parks



Montana is **WILD**
it's our home, it's ours to
LEARN from and **CARE** for.

Calendar Views

Make a Reservation

Make a Reservation: FWP Meeting



today

Saturday, Dec 8, 2012

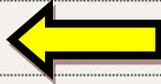
month

week

day

Saturday 12/8

6am	
7am	
8am	
9am	
10am	



Select the Time by clicking on the time on the day of the calendar.

It will open the Add Event dialog box and you can proceed to fill in the necessary information for the Event type that was chosen.

- Choose the Location(s) needed for the Event
- Type the Event Title (this will display on the Calendar)
- Select the Start Date and Time
- Select the End Date and Time
- Type in the Details
- Type in the # Attending
- Indicate whether the Event is Open to the Public by selecting the box
- Indicate whether there will be Alcohol served (extra approval or forms may be necessary)
- Type in the Contact Information including a Phone Number and the E-mail address
- Indicate the Organization having the Event by selecting it from the drop down list

Organization: -- Please Select -- [add new](#)

OR

- Adding a New Organization by using the Add New which allows you to indicate the Organization Type and then type in a new name

Organization: type: -- Please Select -- [use list](#)
name:

Once all the information is entered select Continue.

Add Event ✕

Reservation Details

Event Type: FWP Meeting
Location: Auditorium Classroom
Event Title:
Start: :
End: :
Details:
Attending: Open to public Alcohol served

Contact Information

First Name: Last Name:
Phone: format: 123-123-4567
Email:
Organization: [add new](#)

Continue Close

You will then need to indicate any Resources that you will need for the Event

Add/Edit Event Resources ✕

Request Resources

Reserve your resources to ensure they are available for your event.

- Chairs
- Coffee Maker
- HD Projector
- Laptop Computer
- Lavelier Mics
- Microphones
- Polycom
- Tables
- Video Calling Cart
- Wireless

Submit Close

Select the Resource box and then indicate how many of the Resource selected are needed.

Chairs (120 Avail)

After all the Resources are selected, hit the Submit button.

Calendar Views

Make a Reservation

i Your reservation has been submitted and is in a 'Pending' status until further notice. You will receive an email verification for your reservation. You will also receive email notification when the reservation status has been reviewed and changed.

Make a Reservation: FWP Meeting



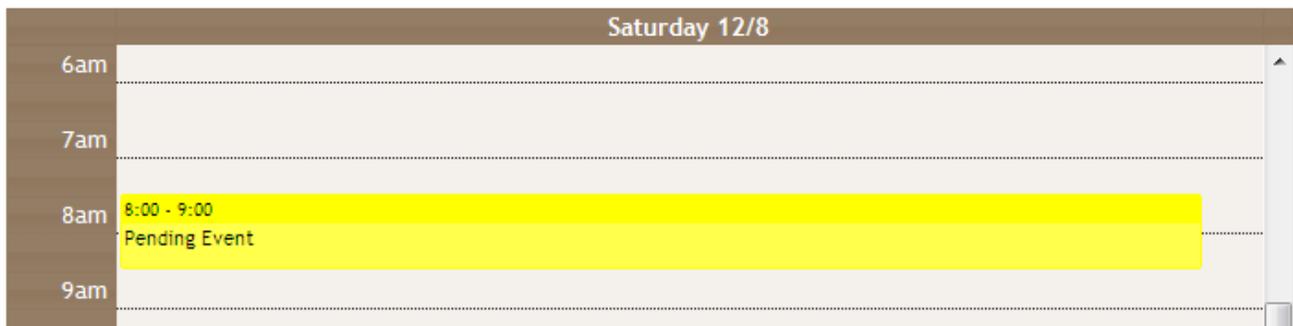
today

Saturday, Dec 8, 2012

month

week

day



You will see at the top of the screen a message indicating that the Reservation has been submitted and is in a 'Pending' status. You should also receive an e-mail that will contain a link back to the Reservation should you need to Review, Edit or Cancel the Reservation.

Note: Anytime a change happens to the Reservation by you or by the MT Wild Staff you will receive an e-mail indicating the change.

From: tmcwilson@mt.gov
To: Wilson, Tina Marie; Wilson, Tina Marie
Cc:
Subject: TESTING ONLY: Reservation request has been recieved. Sent: Wed 11/21/2012 2:37 PM

Resevation Status: Pending
Title: TMC Meeting
Type: FWP Meeting
Start: 12/08/2012 8:00 AM
End: 12/08/2012 9:00 AM
Location: Auditorium
Description: This is a test meeting.
Reservation Code: GK1353533725
To review your reservation follow this link:
http://fwphlnjasdev:8080/commed/schedulerPublic/publicedit_input.action?reservationId=GK1353533725

III. EDIT A RESERVATION

This allows a user to Edit a Reservation.

From the E-mail that was received for the Reservation, click the link at the bottom of the e-mail.



This will bring you directly into the Reservation Details.

The screenshot displays a web form titled "Reservation Details" with several sections: "Event Type: FWP Meeting", "Location: Auditorium (checked) Classroom", "Event Title: TMC Meeting", "Start: 12/8/2012 8:00 am", "End: 12/8/2012 9:00 am", "Details: This is a test meeting.", "# Attending: 10", "Open to public" (unchecked), "Alcohol served" (unchecked). The "Contact Information" section includes "First Name: Tina", "Last Name: Wilson", "Phone: 406-444-3306", "Email: tmcwilson@mt.gov", and "Organization: FWP" with an "add new" link. The "Requested Resources" section lists "Chairs (120 Avail) 10" (checked), "Coffee Maker", "HD Projector", "Laptop Computer", "Lavelier Mics", "Microphones", and "Polycom" (all unchecked).

You can edit the details or make changes as necessary.

If the Reservation has already been approved, it will the Reservation back into a Pending status.

Make the changes and then hit the Submit button.

Requested Resources

- Chairs (120 Avail)
- Coffee Maker (1 Avail)
- HD Projector
- Laptop Computer
- Lavelier Mics
- Microphones
- Polycom
- Tables
- Video Calling Cart
- Wireless

Once you submit, there will be a message that comes at the top of the screen that indicates that the Reservation is in a Pending status and you will receive an e-mail indicating that you made changes.

i Your reservation has been updated and is in a 'Pending' status until further notice. You will receive an email verification for your reservation. You will also receive email notification when the reservation status has been reviewed and changed.

IV. CANCEL A RESERVATION

This allows a user to Cancel a Reservation.

From the E-mail that was received for the Reservation, click the link at the bottom of the e-mail.



This will bring you directly into the Reservation Details.

Reservation Details Form:

First Name: Last Name:

Phone: format: 123-123-4567

Email:

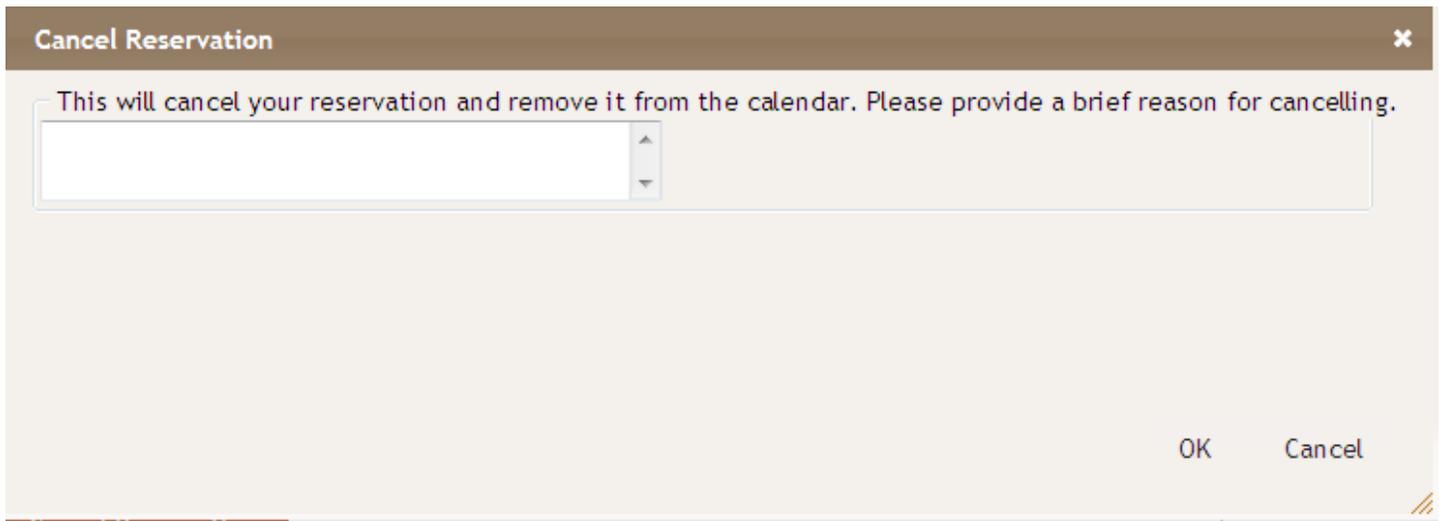
Organization: [add new](#)

Requested Resources

- Chairs (120 Avail)
- Coffee Maker (1 Avail)
- HD Projector
- Laptop Computer
- Lavelier Mics
- Microphones
- Polycom
- Tables
- Video Calling Cart
- Wireless

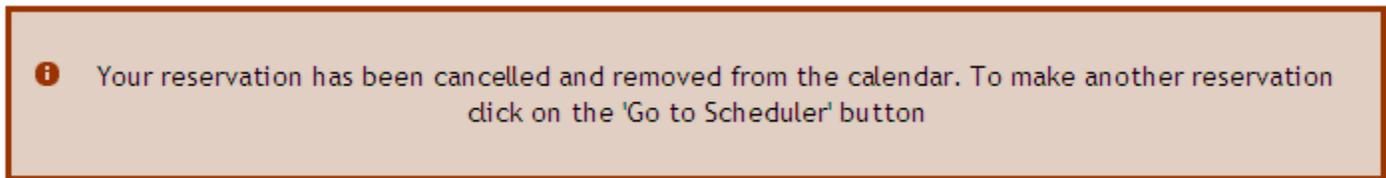
Select the Cancel Reservation button.

You will get prompted with a box to indicate the reason for the canceling of the Event.

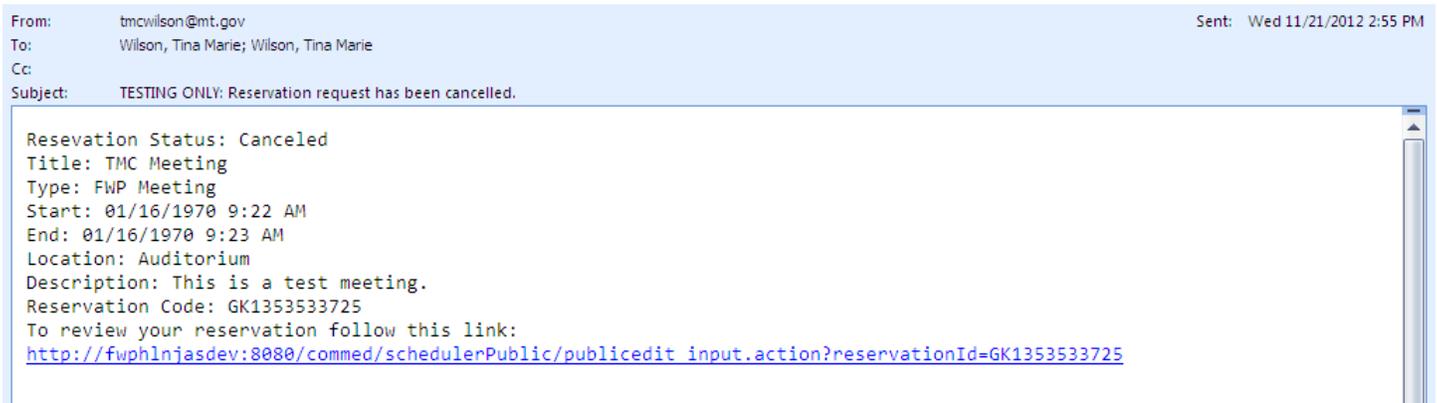


Type in the reason and hit OK.

A message again shows at the top of the screen indicating that the Reservation has been Cancelled.

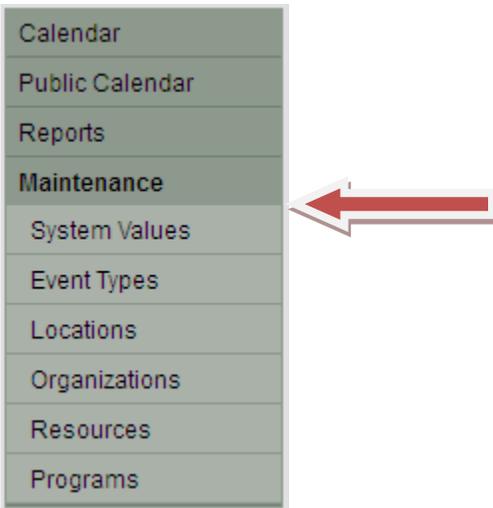


You will also receive an e-mail.



V. MAINTENANCE

The following are the explanations of the Maintenance Screens:



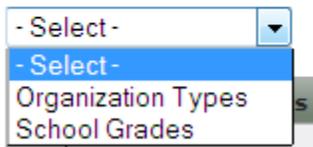
These screens allow the administrator of the application to control the various parameters that are used within the application.

- A. **System Values** – gives the system the values that are used to populate drop down lists/check boxes in the system and determines their order.

There are presently two System Values: Organization Types and School Grades

Scheduler List Values

Select a list to view/edit.



a. Organization Types

Scheduler List Values

Select a list to view/edit.

Organization Types ▾

Scheduler Code Values			
	Value	Secondary Value	Order
1	State Agency	SA	1
2	Public School	PS	2
3	Private Organization	PO	3
4	FWP	FWP	4
5	Youth Organization	YO	5
6	MT WILD	MW	6

Value – is what the system shows in the drop down list.

Organization: type: -- Please Select -- ▾ use list
name -- Please Select --
Reservation Status
Status: Approve Pen
Reason:

Secondary Value – is what the system uses for reports and other processes.

Order – the order that the system displays the list in the drop down.

b. School Grades

Scheduler List Values

Select a list to view/edit.

School Grades ▾

Scheduler Code Values			
	Value	Secondary Value	Order
1	Pre K	Preschool	0
2	1st	Elem	1
3	2nd	Elem	2
4	3rd	Elem	3
5	4th	Elem	4
6	5th	Elem	5
7	6th	Mid	6
8	7th	Mid	7
9	8th	Mid	8
10	9th	High School	9

Value - is what the system shows in the selection list.

Grades: Pre K 1st 2nd 3rd 4th 5th 6th 7th
8th 9th

Secondary Value – used by the system for grouping of the values

Order - the order that the system displays the list. (Note: this Order Value is also used for grouping of reporting numbers for attendance of school groups, the highest value within the secondary value is used.)

B. Event Types – These are used by the system as events or appointment types.

Edit Event Type

Name:

Description:

Close Whole Facility:

Close Location:

Option for Public:

Program(s) Offered:

Collect School Details:

Offer Alcohol:

Color: 

Contact Email:

Name – Name of the Event

Description – Description of the Event (This is what shows on the legend at the bottom of the calendar view)

Close Whole Facility – allows the closure of the entire facility

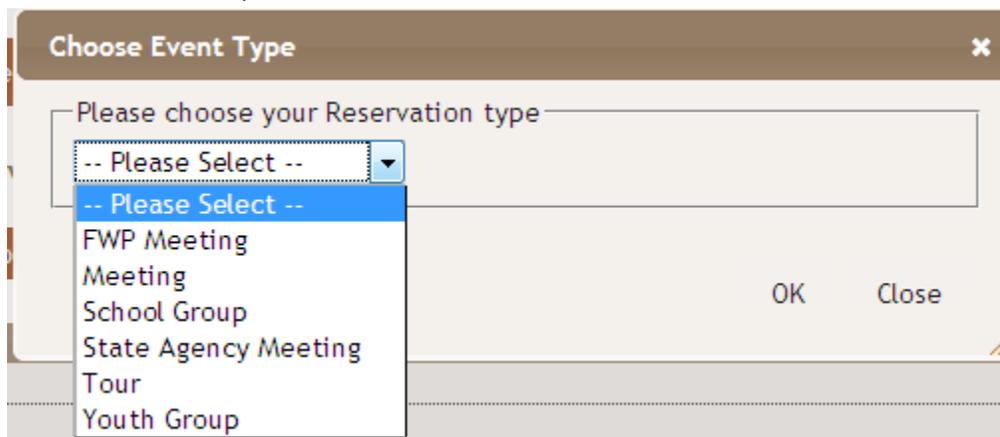
- True: Will prevent a user from adding an event during the time/date shown.
- False: Looks to Close Location parameter for the configuration.

Close Location – allows the selection of one or more locations

- True: Will provide a list of locations that are able to be reserved for a specific room during the time/date shown and no other events can happen at the location during the time/date.
- False: Will provide a list of locations that are not able to be reserved and will allow other events to happen at the location for the date/time.

Option for Public – indicates whether the public side will see the event.

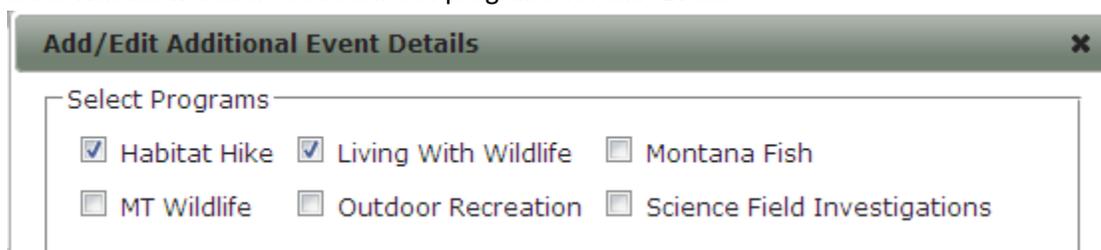
- True: Will allow the public to see this event in their list of choices



- False: Will the public from seeing this event in their list of choices

Program(s) Offered – Controls the program page to allow selection

- True: Will allow a user to see a list of programs for that Event



- False: Will prevent a user from seeing a list of programs for that Event

Collect School Details – Controls the school details page to allow input and whether it shows for an Event

- True: Will allow the user to see the school detail page for this event.

Additional School Details

Grant used? Yes

If yes, provide grant contact if different than the primary contact.

First Name: Last Name:

Phone:

Email:

Students with special needs? Yes

Explain:

Students with cultural needs? Yes

Explain:

Grades: Pre K 1st 2nd 3rd 4th 5th 6th 7th 8th 9th

It also eliminates the fields on the Event

Open to public Alcohol served

- False: Will prevent the user from seeing the school detail page for this event and shows the Open to Public and Alcohol served options.

Offer Alcohol – Controls whether the Alcohol served selection will be shown on an Event

Alcohol served

Event Color – controls the color of the Event on the calendar.

Event Type Examples:

1. Event type that does not close any other rooms or the facility as a whole.

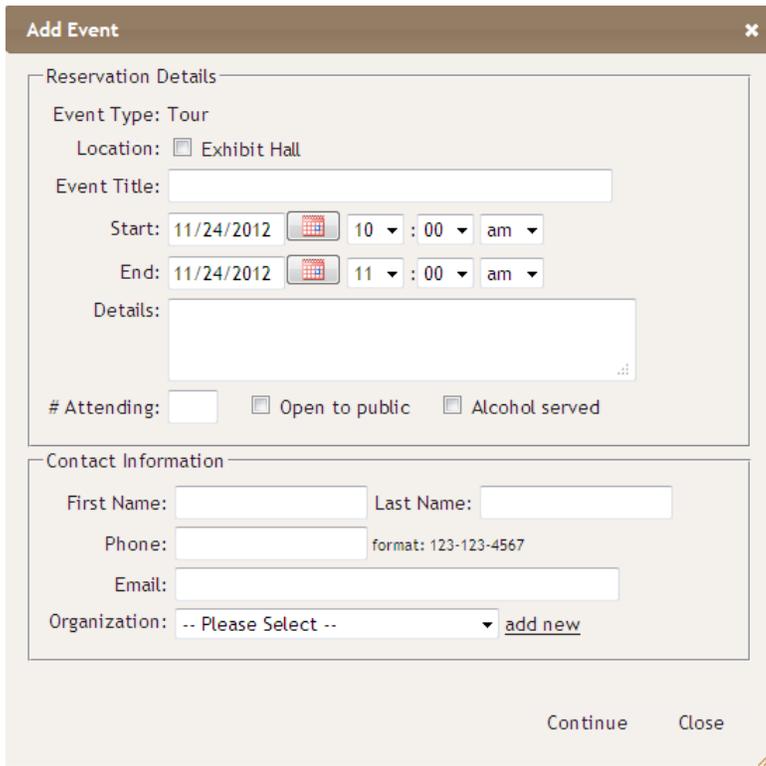


The 'Edit Event Type' dialog box shows the following configuration:

- Name: Tour
- Description: Tour of MT Wild's Exhibit Hall
- Close Whole Facility:
- Close Location:
- Option for Public:
- Program(s) Offered:
- Collect School Details:
- Color: #e8b69b (with a color swatch)
- Contact Email: tmcwilson@mt.gov

Buttons at the bottom: Submit, Cancel.

Tour is set with only the Option for Public as True (selected). So a user selecting the Tour in the Calendar would see the following:



The 'Add Event' dialog box shows the following configuration:

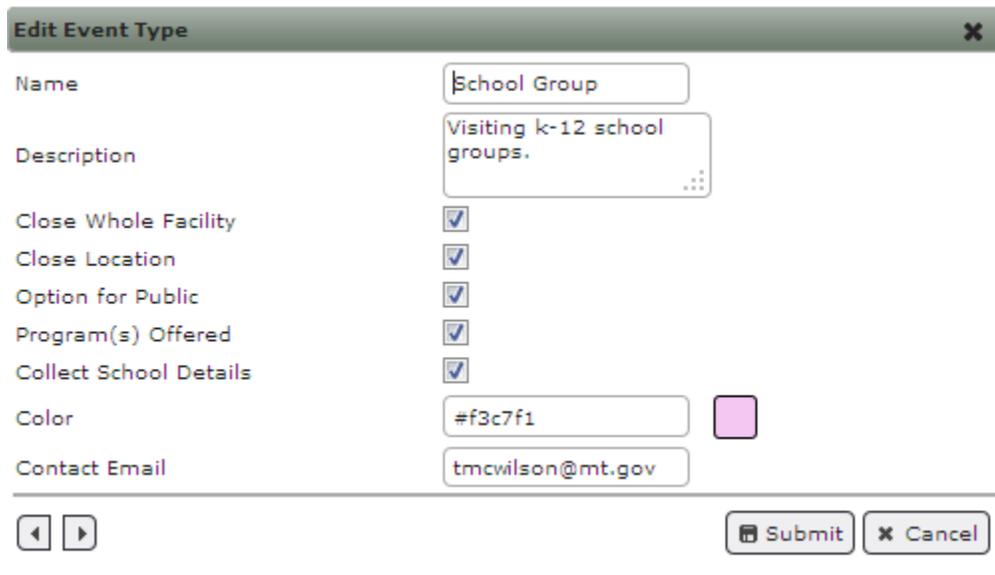
- Reservation Details:
 - Event Type: Tour
 - Location: Exhibit Hall
 - Event Title: [Empty text box]
 - Start: 11/24/2012 10:00 am
 - End: 11/24/2012 11:00 am
 - Details: [Empty text box]
 - # Attending: [Empty text box]
 - Open to public
 - Alcohol served
- Contact Information:
 - First Name: [Empty text box]
 - Last Name: [Empty text box]
 - Phone: [Empty text box] format: 123-123-4567
 - Email: [Empty text box]
 - Organization: -- Please Select -- [add new](#)

Buttons at the bottom: Continue, Close.

The selection of the Location Exhibit Hall would not exclude any of the other rooms at the center from being selected during the same time.

Event Type Examples:

2. Event type that does close the facility as a whole.



Edit Event Type

Name: School Group

Description: Visiting k-12 school groups.

Close Whole Facility:

Close Location:

Option for Public:

Program(s) Offered:

Collect School Details:

Color: #f3c7f1

Contact Email: tmcwilson@mt.gov

Submit Cancel

School Group is set with Close Whole Facility and Close Location as True (selected). So a user selecting the School Group in the Calendar would see the following which does not allow a selection of rooms because it closes the entire facility (except the Exhibit Hall) from other reservations during that time:

Add Event
✕

Reservation Details

Event Type: School Group

Event Title:

Start: 11/24/2012 2 : 30 am

End: 11/24/2012 3 : 30 am

Details:

Attending:

Contact Information

First Name: Last Name:

Phone: format: 123-123-4567

Email:

Organization: -- Please Select -- [add new](#)

Continue Close

Event Type Examples:

3. Event type that does not close the facility as a whole, but does close the room chosen for the time and date selected.

Edit Event Type
✕

Name:

Description:

Close Whole Facility:

Close Location:

Option for Public:

Program(s) Offered:

Collect School Details:

Color:

Contact Email:

⏪ ⏩
Submit Cancel

Meeting is set with Close Location as True (selected). So a user selecting a Meeting event in the Calendar would see the following which allows for a selection of rooms needed and prevents reservations for that same room(s) during the time and date selected:

Add Event ✕

Reservation Details

Event Type: Meeting

Location: Auditorium Classroom

Event Title:

Start: 11/30/2012 2 : 00 pm

End: 11/30/2012 3 : 00 pm

Details:

Attending: Open to public Alcohol served

Contact Information

First Name: Last Name:

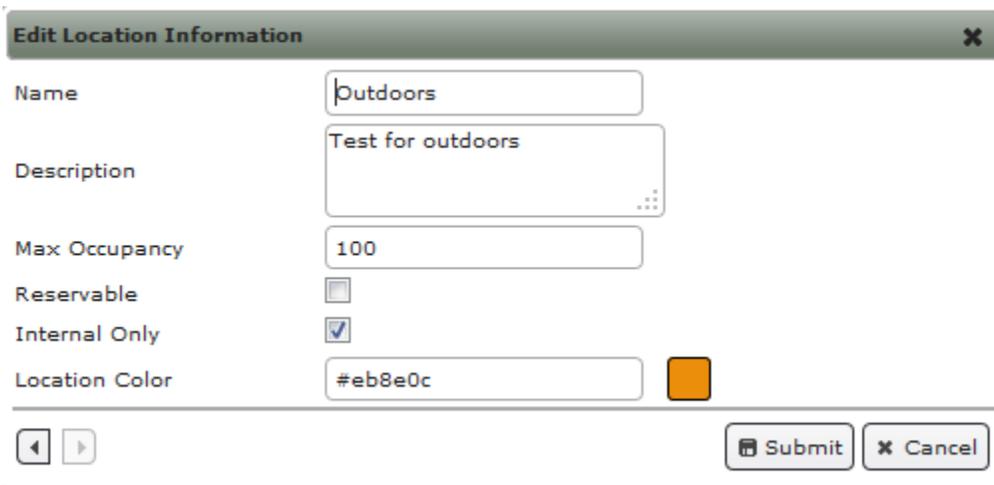
Phone: format: 123-123-4567

Email:

Organization: -- Please Select -- [add new](#)

Continue Close

C. **Locations** – these are rooms or locations at the center that may be reserved or scheduled.



Edit Location Information [X]

Name: Outdoors

Description: Test for outdoors

Max Occupancy: 100

Reservable:

Internal Only:

Location Color: #eb8e0c [Color Swatch]

[Left Arrow] [Right Arrow] [Submit] [Cancel]

Name – Name of the Location(s) /Room

Description – Description of the Location(s) /Room

Max Occupancy – How many does the Location(s) /Room hold

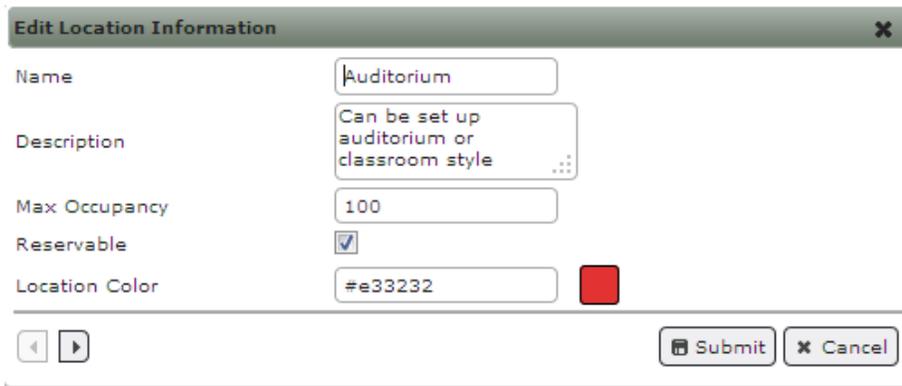
Reservable – Whether the location(s) /Room is able to be reserved

- True: Will allow a user to see this location for an event type that does close a location for the date and time selected.
- False: Will allow a user to see this location for an event type that does not close a location.

Internal Only – Whether this location will only show for internal staff on the internal calendar. It allows multiple events to happen at same time.

Location Color – Color the Room on the calendar

Explanation of Reservable True:

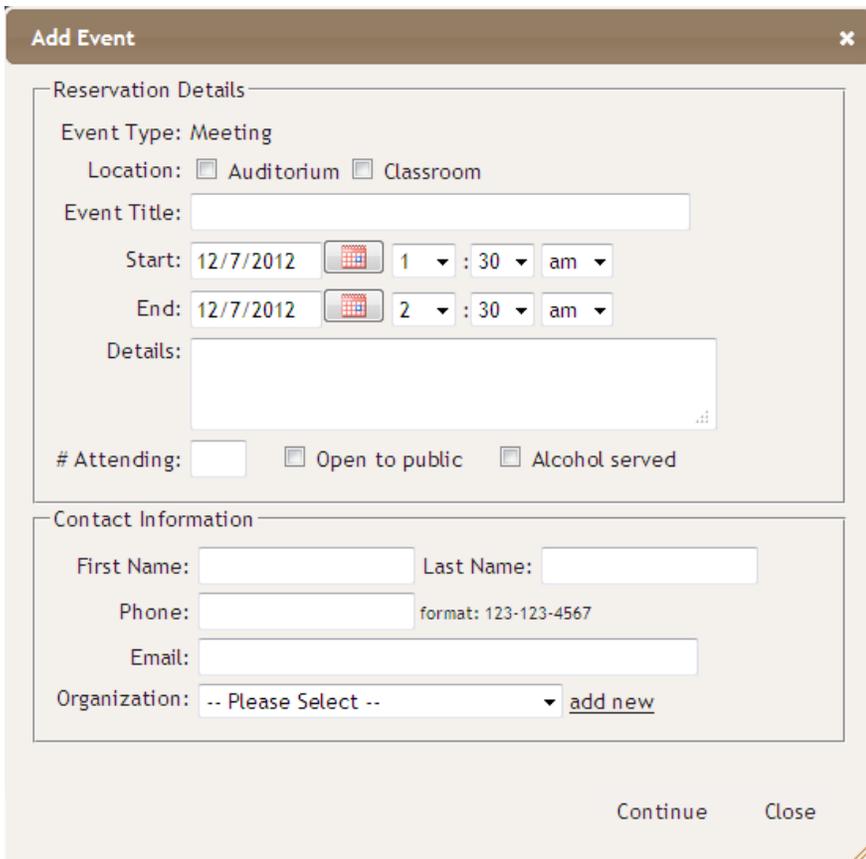


The 'Edit Location Information' dialog box contains the following fields and controls:

- Name:** Auditorium
- Description:** Can be set up auditorium or classroom style
- Max Occupancy:** 100
- Reservable:**
- Location Color:** #e33232 (with a red color swatch)

Navigation and action buttons at the bottom include left and right arrows, a 'Submit' button, and a 'Cancel' button.

Reservable True will show in an event type as follows and allow the user to select the location for their event and it will make the Location unavailable for the date and time selected:



The 'Add Event' dialog box is divided into two main sections:

Reservation Details

- Event Type:** Meeting
- Location:** Auditorium Classroom
- Event Title:** [Text input field]
- Start:** 12/7/2012 [Calendar icon] 1 : 30 am
- End:** 12/7/2012 [Calendar icon] 2 : 30 am
- Details:** [Text area]
- # Attending:** [Text input field]
- Open to public
- Alcohol served

Contact Information

- First Name:** [Text input field]
- Last Name:** [Text input field]
- Phone:** [Text input field] format: 123-123-4567
- Email:** [Text input field]
- Organization:** -- Please Select -- [add new](#)

Buttons at the bottom: Continue, Close

Explanation of Reservable False:



Edit Location Information [X]

Name: Exhibit Hall

Description: Contains displays and cannot be used as a meeting room

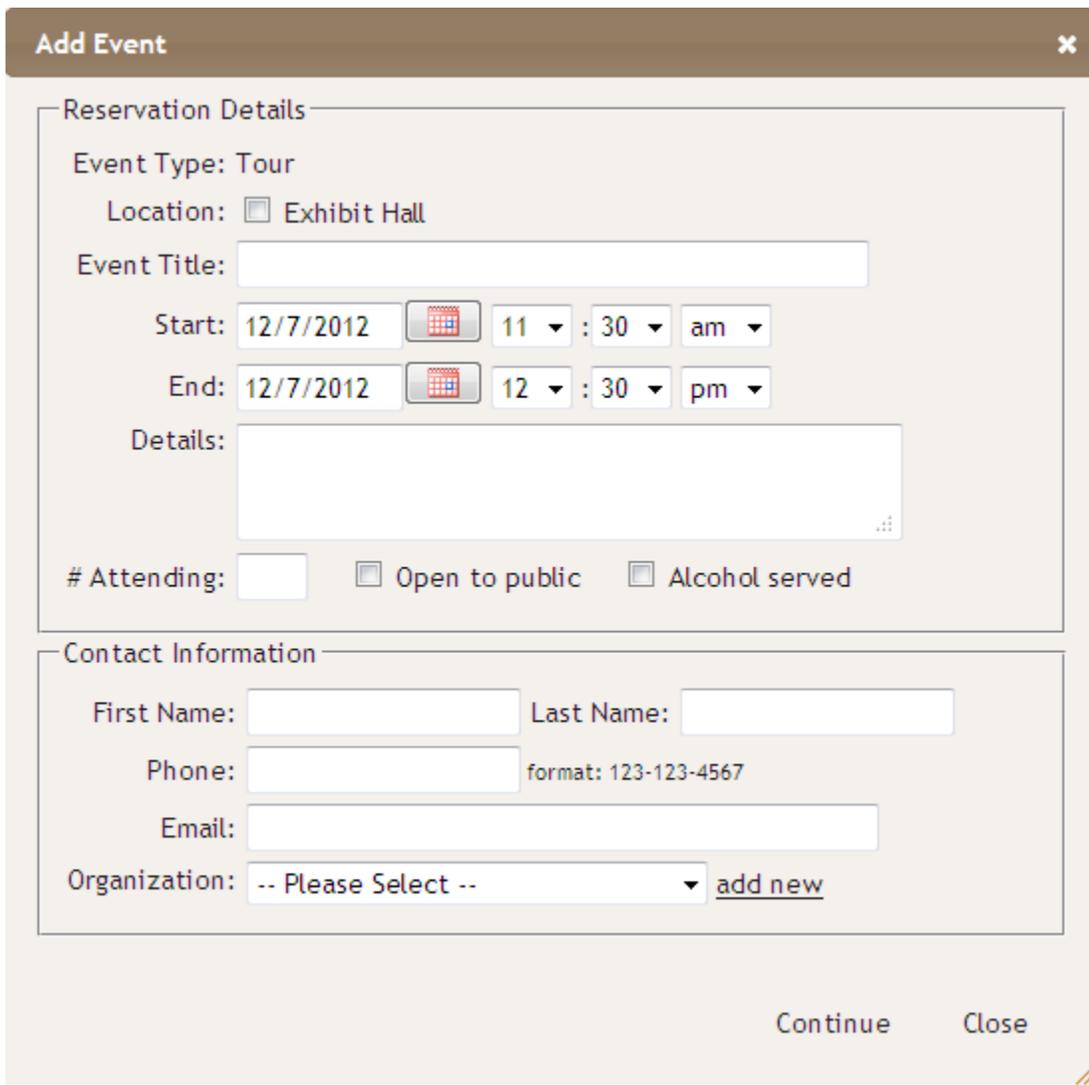
Max Occupancy: 120

Reservable:

Location Color: #8ef5a6 [Green Swatch]

[Left Arrow] [Right Arrow] [Submit] [Cancel]

Reservable False will show in an event type as follows and allow the user to select the location for their event but it does not close the Location for other reservations. Generally this type of Location is for Locations such as the Exhibit Hall or other Locations that can have multiple groups at the same time.



Add Event [X]

Reservation Details

Event Type: Tour

Location: Exhibit Hall

Event Title: []

Start: 12/7/2012 [Calendar Icon] 11 : 30 am

End: 12/7/2012 [Calendar Icon] 12 : 30 pm

Details: []

Attending: [] Open to public Alcohol served

Contact Information

First Name: [] Last Name: []

Phone: [] format: 123-123-4567

Email: []

Organization: -- Please Select -- [] [add new](#)

Continue Close

D. **Organizations** – these are organizations that will show up as available for selecting for an Event.



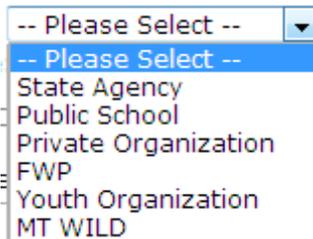
The screenshot shows a dialog box titled "Add New Organization" with a close button (X) in the top right corner. The dialog contains the following fields:

- Name: A text input field.
- Organization Type: A dropdown menu.
- Phone: A text input field.
- EMail: A text input field.
- Address: A text input field.
- City: A text input field.
- State (abbrev.): A text input field.
- Zip: A text input field.

At the bottom right of the dialog are two buttons: "Submit" and "Cancel".

Name – Name of the Organization

Organization Type – this is drop down list that is maintained under the System Values. It will allow reports to use the grouping of the Organizations for reporting purpose.



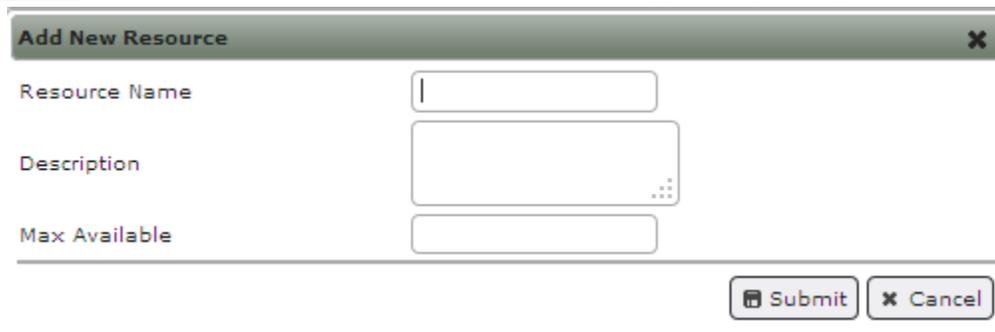
The screenshot shows a dropdown menu for "Organization Type". The menu is open, displaying the following options:

- Please Select --
- State Agency
- Public School
- Private Organization
- FWP
- Youth Organization
- MT WILD

Phone – phone number for the Organization (i.e., format ###-###-####)

Email – e-mail address of the contact person for the Organization

E. **Resources** – these are resources that can be selected during the requesting of an Event at a Location.



The screenshot shows a dialog box titled "Add New Resource" with a close button (X) in the top right corner. The dialog contains the following fields:

- Resource Name: A text input field.
- Description: A text area with a scroll bar.
- Max Available: A text input field.

At the bottom right of the dialog are two buttons: "Submit" and "Cancel".

Resource Name – what you want the system to display as the Resource Name in the selection list.

Description – a brief description if an explanation is needed for further identification.

Max Available – how many total are available, this is used as the total. When a person reserves a number it is subtracted from this number for the date and time selected at the Location and Event.

Add/Edit Event Resources [X]

Request Resources

- Chairs
- Coffee Maker
- HD Projector
- Laptop Computer
- Lavelier Mics
- Microphones
- Polycom
- Tables
- Video Calling Cart
- Wireless

[Save] [Close]

F. **Programs** – these are the educational programs offered at the center.

Add New Program [X]

Program Name [Text Box]

Description [Text Box]

Program Available

[Submit] [Cancel]

Program Name – Name of Program (shows on calendar)

Description – Description of Program

Program Available – whether the program is available to be chosen by an Event that has Programs Offered True.

- True: Will allow a user to see this program on a list of programs available.

Add/Edit Additional Event Details [X]

Select Programs

i - Mouse over image for program description

Habitat Hike *i* Living With Wildlife *i*

Montana Fish *i* MT Wildlife *i*

Outdoor Recreation *i* Science Field Investigations *i*

➤ False: Will prevent a user from seeing the program in the list of programs available.

G. Reports – these are the reports than can be produced using the system.

The following is the report parameter menu.

MWILD Center Usage Reporting

Select Report

Start: End:

Report Type: Total Usage ▾

Format: Totals by Month ▾

Get Report

- Leave start and end blank for all usage through the current date and time.
- All reports count usage for approved events only.

Start: is the date you want the data to start on.

End: is the date you want the data to stop on.

Note: If dates are left blank it will bring back all data for all dates.

Report Type: either Total Usage or School Group

Format: either Totals by Month or Totals Only

The following are examples of both reports (Total Usage or School Group) and they are able to be downloaded to Excel.

Report Type: Total Usage

Format: Totals by Month

Usage Report

Total Usage Through 04/08/2013 2:15 PM

1970

	January
Closed	0
FWP Meeting	12
Meeting	57
Montana Wild Event	0
Outside	0
School Group	78
State Agency Meeting	0
Tour	0
Youth Group	0
Total	147

2012

	October	November	December	Total
Closed	0	0	0	0
FWP Meeting	49	97	0	146
Meeting	0	30	0	30
Montana Wild Event	20	0	0	20
Outside	0	0	0	0
School Group	0	90	30	120
State Agency Meeting	0	0	0	0
Tour	0	0	0	0
Youth Group	10	0	0	10
Total	79	217	30	326

2013

	February	March	Total
Closed	0	0	0
FWP Meeting	20	3	23
Meeting	0	0	0
Montana Wild Event	0	0	0
Outside	0	20	20
School Group	0	0	0
State Agency Meeting	0	0	0
Tour	0	10	10
Youth Group	0	0	0
Total	20	33	53

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Report Type: School Group

Format: Totals by Month

Usage Report ✕

School Usage Through 04/08/2013 2:17 PM

1970

	January
Elem	34
High School	0
Mid	34
Preschool	10
Total	78

2012

	November	December	Total
Elem	40	30	70
High School	10	0	10
Mid	40	0	40
Preschool	0	0	0
Total	90	30	120

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