Perfect Computer Solutions, Inc.
www.perfectcomputersolutions.com

Perfect Schedule Pro Ô v 1.x - User Manual

With Perfect Schedule Pro™ Version 1.x, we have developed a software scheduling solution, that is versatile yet easy to use as well as being an economical alternative to other scheduling tools.

PURPOSE: This software package was created to maintain accurate account of all appointments. Appointments– new and old - can easily be added/deleted for multiple employees and viewed at a glance. Also available is our web module to post your schedule(s) online.

SUPPORT: Any Problems or questions with installation and use of Perfect Schedule Pro™ should be emailed to the following address: techsupport@perfectcomputersolutions.com Please put Perfect Schedule Pro and the version number in the subject line.

All program bugs, issues, and suggestions for future expansion of the product should be submitted to our online bug tracker database at: http://www.perfectcomputersolutions.com/Bugzilla/enter_bug.cgi

Help on writing bug reports is also available online at:
http://www.perfectcomputersolutions.com/Bugzilla/bugwritinghelp.html

Bugs submitted via email or called in by phone will no longer be accepted. We apologize for any inconvenience this may cause.

SYSTEM REQUIREMENTS: Microsoft Windows NT, Service Pack 6, 98/2000, Pentium II or higher, 64 MB RAM, 100 Megabytes of Hard Drive space, and Internet Explorer 6. This software package is designed to be run at 800 x 600 resolution desktop size or larger. If the resolution size is any smaller (ie. 640 x 480), certain screens will not all fit on one display. Note: To change desktop settings, right click on an empty portion of the desktop, click properties, then click the "Settings" tab. This is where the desktop area can be changed to 800x600 or larger.

Perfect Schedule Pro Ô v 2.0 – Table Of Contents

Overview:

This software package was created to maintain accurate account of all appointments. Appointments– new and old - can easily be added/deleted and viewed at a glance.

Supervisor Access:

To access the supervisor options your *"Supervisor Name"* must be entered – This user name is "pcs" and the password is "1234". This user and password should be changed for security reasons.

Data Input:

Certain information such as Employees must be entered in to begin using Schedule Pro™. Security should also be set up to prevent unauthorized access.

Networks:

Perfect Computer Solutions, Inc.'s Perfect Schedule Pro™ is set up to be used over a network. Additional licenses can be purchased through Perfect Computer Solutions, Inc. at a discounted rate. It is recommended that any network licenses be installed and setup by Perfect Computer Solutions, Inc. Perfect Computer Solutions, Inc. is not responsible for other parties' network setup failure. Internet Access is also required for updates.

Software Installation:

NOTE: Please read the software License Agreement on the CD enclosed before installing this software.

Once the License Agreement is read and accepted:

1. Please check the System Requirements section on Page 1 of this User Manual to make sure you have all necessary requirements to run this software.

2. Open the envelope containing the Time Pro™ CD.
   Insert the Employee Time Pro™ CD into the CD-ROM. This should AUTORUN.
   If it doesn't AUTORUN, double click on "My Computer" then double click the
   CD-ROM drive. Double click on the icon "Setup".

3. Follow Setup prompts to finish installing the software.

4. If there are multiple user environments contact the system administrator. Each user must login and reinstall this software using the above procedures.

5. Reboot system.

If there are any problems regarding this installation, please contact Perfect Computer Solutions Technical Support at: (845)-255-8000, or email techsupport@perfectcomputersolutions.com

Perfect Schedule ProÔ - Main Menu:

Schedule: All appointments and meetings are added and deleted under this section.

Employees: Employees can be added or deleted and passwords set or modified.

Reports: Reports Menu.

Utilities: Many tools for configuring and setting up the software are located under this menu.

Exit: Click this to exit the program

*Click on a calendar date to view that date's schedule screen!*

Perfect Schedule ProÔ - Reports:

To Select a Start/End Date: click on the calendar button next to either the Start Date or the End Date, and click on the Month, year, day you wish.

To Print Individual Schedule Select a Start Date, End Date, and Employee.

To Print All the Employees Schedule's Select a Start and End Date.

Click the Door Button to Exit.
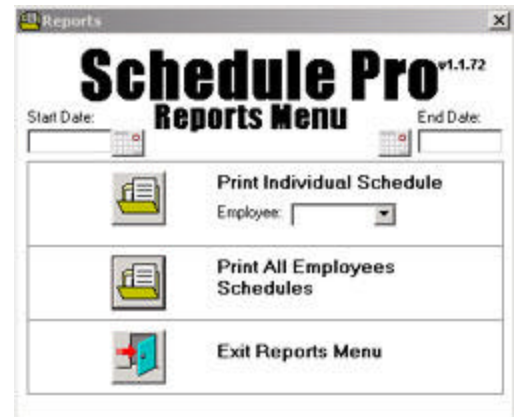
Perfect Schedule ProÔ - Schedule:

Selecting a day:

There are a number of ways you can select a day to view or add appointments to.

The first way is to click on the small calendar box next to the word "Date" at the top left of the screen. After that, simply click on the calendar to select the desired day. In the Calendar box you can change the month by clicking on the arrow pointing down or by clicking on the single arrow pointing either left or right to go back or forward a month. After you find the selected month, use the mouse to select the day that you desire.
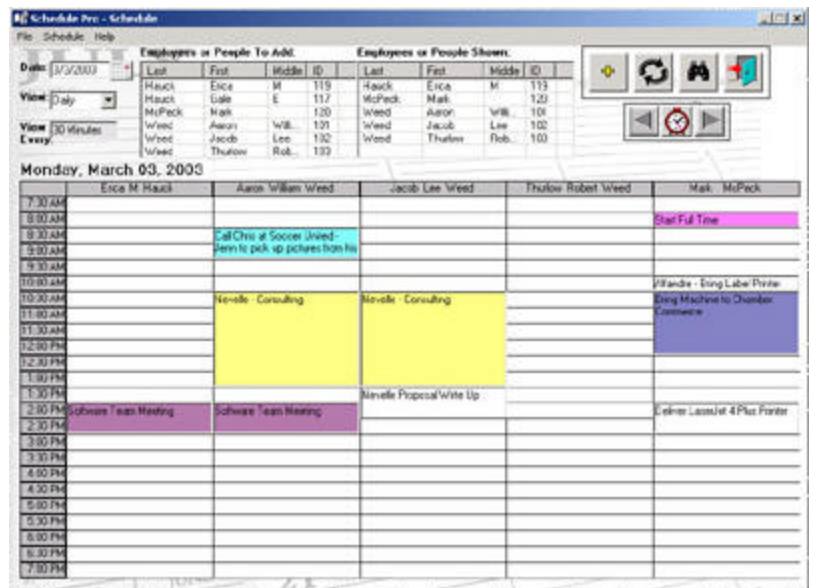
Another way to select a day is to use the arrow pointing left and right by the red clock to go back or forward a day. When you find the day that you desire, simply click on the desired time under the desired employee of your choice to schedule an appointment. Clicking the Red Clock button will return the user to the current date.

Overview of Controls:

Viewing of Schedules: To select the other users that you see on your schedule, Double click the name in the Employees or People to add box, and it the name will appear in the right hand "shown" box. Additionally the new person's schedule will appear in the schedule portion of the screen.

Adding an appointment, click the yellow "+" button, and the Appointment screen will appear.

The button with the two black arrows making a circle will refresh this screen allowing the user to view appointments that have been changed, updated or deleted by other users.

The Binocular button is the search, which will allow the user to search and go to the appointment of their choice.

The Door button will exit this screen and return you to Main Menu.

Perfect Schedule Pro**Ô** - Appointment:

After selecting a day, an appointment box will appear on your screen. By clicking on the subject box you can write in the information that you want to be seen on the Schedule Page.

Any additional information can be written in the large white box in the center of the screen. You may designate a location if desired in the location box.

Use the Start and End Time/Date boxes to select or change the time of the day that the appointment starts and ends, by clicking on the buttons next to the start and end time and scrolling down those times you can select the start and end time for the selected appointment.

The checkbox is to turn the reminder mode on or off for this appointment By clicking on "Minutes" and "reminder" you can select how soon before the appointment you wish a reminder.

To add other employees to that one appointment, simply go to the "Employees/People To Add" box and hold down on the shift button, with the mouse, and click on the other technicians you wish to add to that one appointment.

To make a copy of this appointment, click the New Appointment checkbox, make any changes you like, and click save. This will clone the appointment, without changing the original.

After you are all finished, click on the disk at the top right to save your appointment and to enter into the schedule.

If you make a mistake or wish to delete an appointment, click on the garbage can.
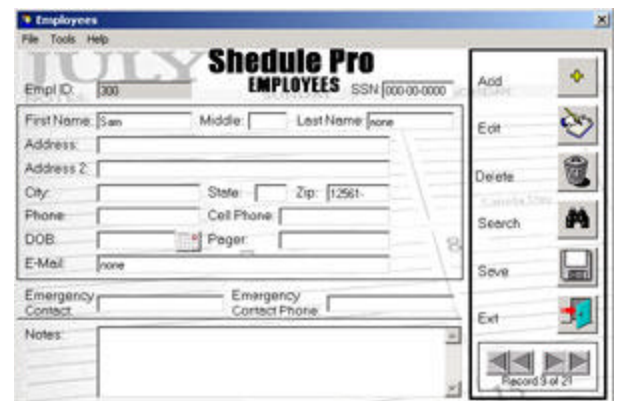
Perfect Schedule Pro**Ô** - Employees:

Adding Employees: Employees can be added from this form by clicking on the **"+"** button.

Edit: In order to edit any information on existing employees, this button must be pressed.

Deleting Employees: Old employees can be deleted by clicking the Trashcan button.

Search: will allow you to look for and go to the employee you desire.

To add Logon and password information for this client click on "tools" and "logon information" Select a unique username and password for this user
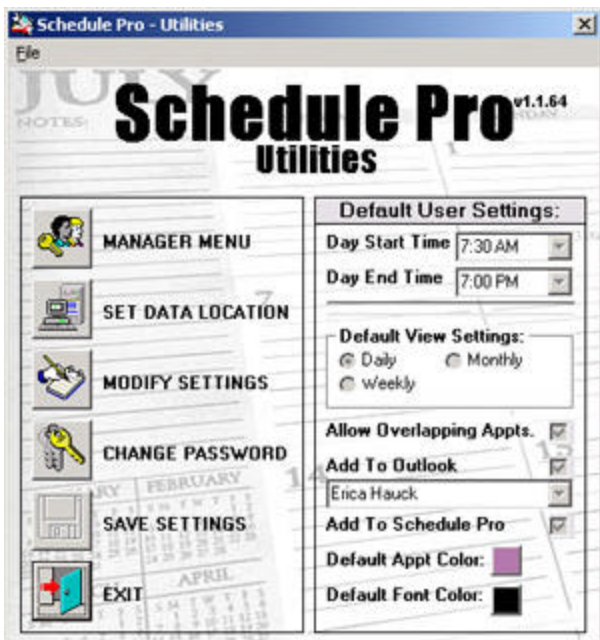
Perfect Schedule ProÔ - Utilities:

Manager Menu: This screen sets the people that an user can view on the schedule screen, set up security, set the schedule(s) that are viewed on the *optional* web module.

Set Data Location: As of the writing of this manual this function is not currently implemented. *Build 1.1.76*

Change Password: Set or change user password information.

Exit: will return you to the Main Menu

Modify Settings: Click on this to edit any of the Default User Settings.

Save Settings: This is to Save the Default User Settings.

Perfect Schedule ProÔ - Manager Menu:

The Manager Menu allows users to set the people available to view on the scheduling screen. Versatile so that you can see the schedules you need!

To Set the viewable schedules for a user, click on the name in the left hand box, and it will appear in the right. Those will be the people that will be available to view on the schedule screen.

The security Button allows managers to set up privileges for users of the system.

Web View: Sets which employees schedule is shown on online. *Optional Web Module needed for this function.

Exit will Return you to the Utilities Menu.
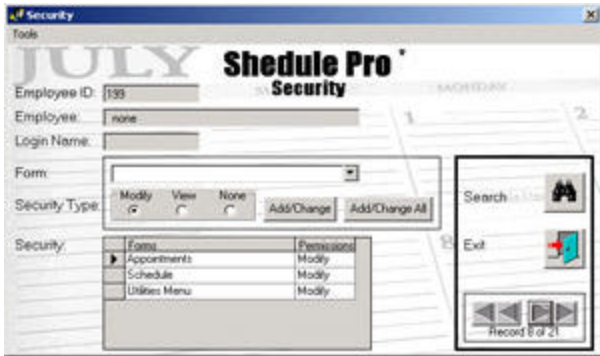
Perfect Schedule ProÔ - Security:

Security give the administrator flexibility. Each form or Menu has it's own security levels.

Modify, allows a user to make changes to a form.
View only allows a user to look at the form, but not change it.
None, disallows a user to even open the form or menu.

To Add Security to a user, select the user using either the search button or the forward and backward record buttons. Then select the form for which you wish to allow the user privileges from the "form" drop down box. Then select the security level, and click add/change.

If you wish All employees to have a certain privilege (such as viewing the main menu) click Add/Change All.

Exit will Return you to Manager Menu

Perfect Schedule ProÔ - Web View:

To Select Schedule(s) to view on the web*

* PCS Web Schedule Module Must be purchased and configured, before Web View Functionality will function.

Double Click on the name(s) of the schedules you would like to be posted on line in the left box, and the names will appear on the right, to be posted online.

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