



Viewer Only Guide for Controller Installation Schedule

Overview

The Resource Scheduler available in ATC's website has been created with the intention of having a single source of information of ATC programmed traffic controller installations

Keys Features

- Providing daily, weekly and monthly bookings for the selected Resource – e.g. Installation Crews, Traffic Management Crews, Surveillance Officers, and Equipment etc.
- Allows users to export the booking to Microsoft Outlook or other ICS Calendar Systems.
- View start time and end time of controller installation.
- Email notification/s when booking a Resource.
- Available 24 X 7 access to check installation program and the person who created it.
- Automatic re-notification to all interested parties if an event is rescheduled to a later date.
- Single common calendar schedule for regional and head office to view.

Aims

ATC wish to provide a fast, efficient and transparent process to install its Traffic Signal Controllers for its clients.

It is leveraging the website to deliver this information to all interested parties and avoid mis-communication in one simple move. DTP should advise ATC of any interested stakeholders to add to the people to be notified by the system.

Requirements to Access ATC website

Use a browser such as one of the following:

- Mozilla Firefox V3 and later,
- Internet Explorer 8 or later,
- Google Chrome V4 or later,
- Apple Safari V4 or later,
- Opera V9 or later

Please note this service is a purely web based one, so NO files need to be downloaded, but please be aware that the site needs to be added to your company's "Allowed" Sites as firewalls may block access.



Resource Booking Module



Website Access

ATC will provide access to the Resource Scheduler via its website:

www.aldridgetrafficcontrollers.com.au OR

www.atsc4.com.au

Firstly the End User or Installer needs to login into the ATC website by entering their username and password after clicking on the “Login” link located in the top right hand side of the ATC web page.

The format of the username is: `firstname.lastname`

Password will be issued by ATC individually via an email. If you don't have a login account with ATC, simply email the site administrator: sysadmin@atsc4.com.au

Click the Login link located in the top right hand corner of the ATC homepage:

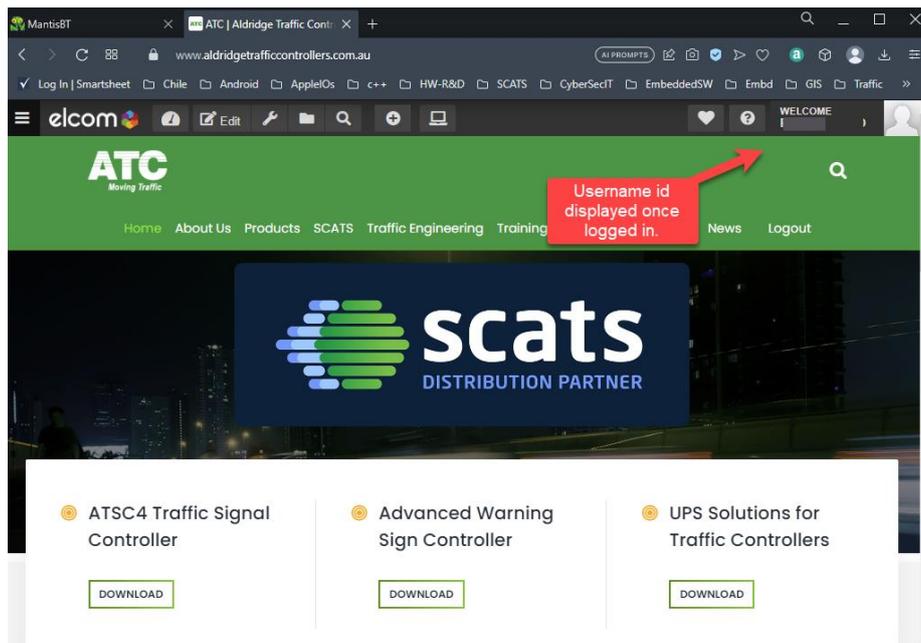


Figure 1 ATC Website Member Area Logged In Screen

From there click with the mouse on the menu bar entry labelled:

Traffic Engineering

This will take you to a page whose heading is “Controller Installation Calendar”, then select “Victoria as shown below:

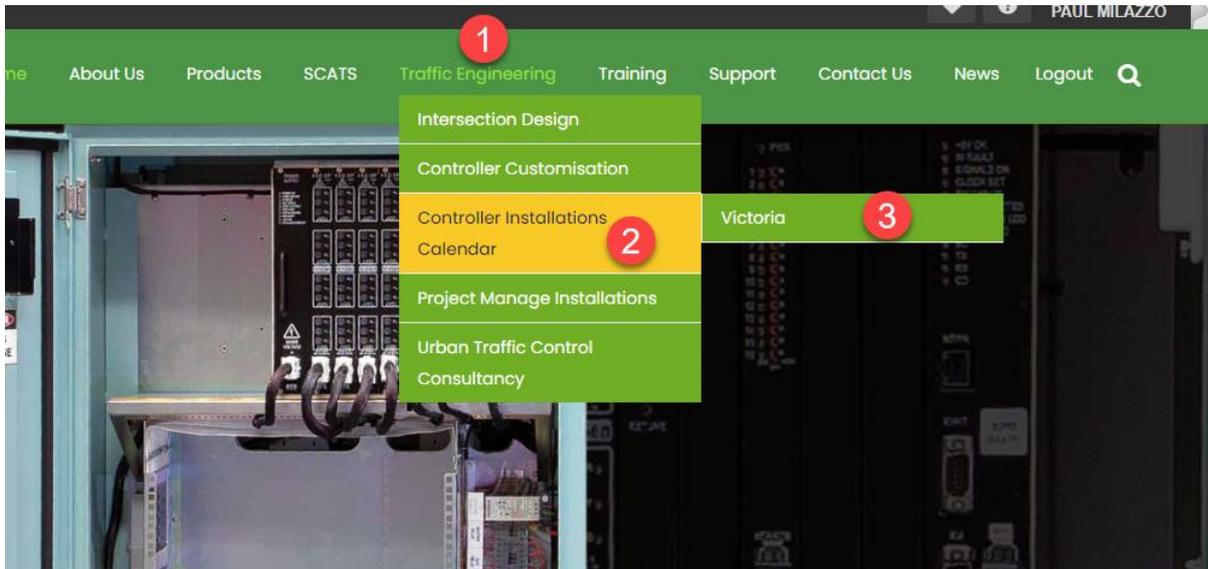


Figure 2 Menu selection after logging in to ATC website

Once you select the above you will be presented with the following web page asking you to select a region:

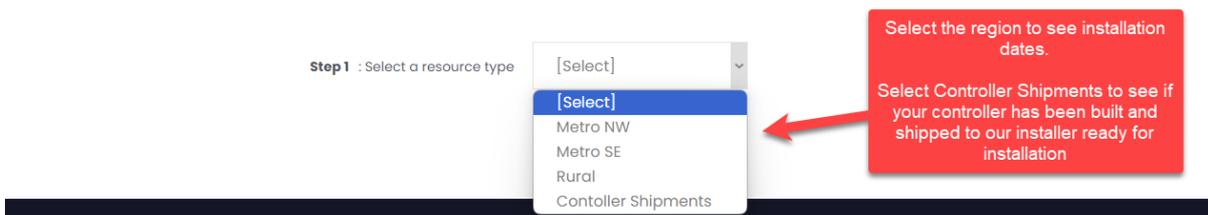
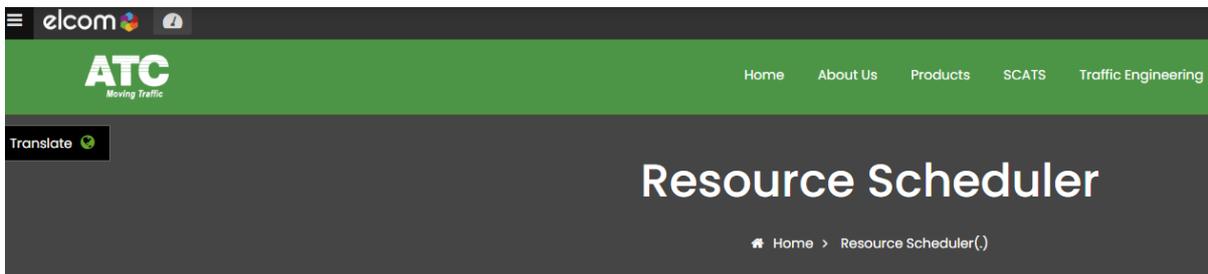


Figure 3 Select the calendar to view programmed controller installations and shipments

Types of Users of the Resource Scheduler

There are 2 types of users to access and edit the resource calendar schedule:

1. Schedule Viewers
2. Schedule Editors



In the current version, DTP Victoria users are “Schedule Viewers” so they can view only but cannot modify or delete the event entry or its content.

If you are a DTP Victoria End User you can always see who “created” the event in the visual calendar and contact that person or ATC to have the schedule altered if required.

For DTP Victoria Users

Viewing Controller Installation Calendar Schedule

DTP Victoria personnel require a login account to access the Calendar Schedule and the following steps should be followed to get access to a region’s installation schedule.

1. Login to ATC Website

Starting any web browser you have available on your Computer please enter the following web address:

www.atsc4.com.au

Once the page has loaded, enter your username and password shown in the picture below:

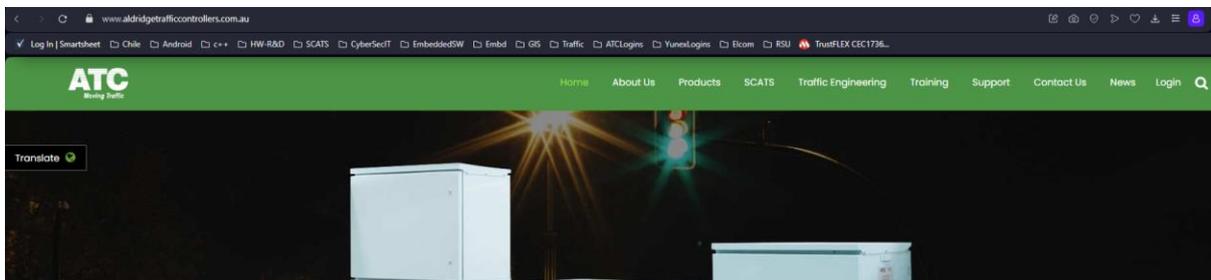


Figure 4 Accessing the Members Area of the ATC Website

2. Click the Login button once and if the details are correct you should see the following screen with your username in the top part of the browser screen.

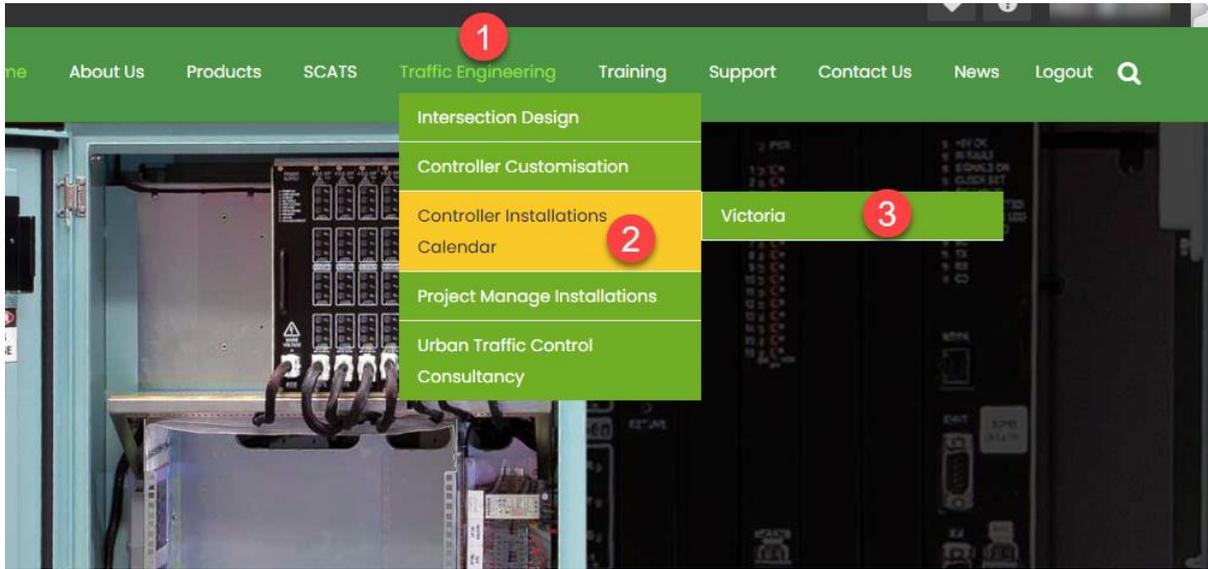


Figure 5 Menu Choice to select the Controller Installation Schedule module on the ATC Website

3. Clicking on the Controller Installations option takes you to the landing page of the Calendar Scheduling system shown below:

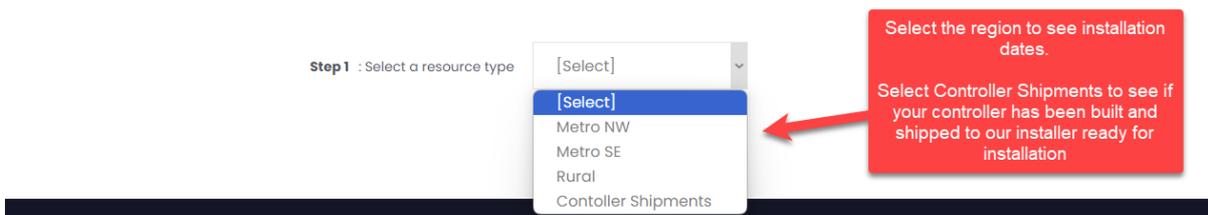
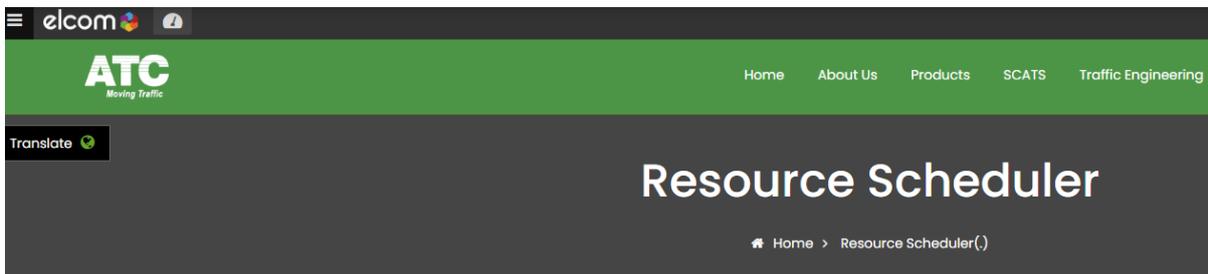


Figure 6 Select DTP Victoria Region Calendar from Drop Down Menu

Regional Calendars

To assist in grouping all Traffic Signal Controller installations for a given region within DTP Victoria, ATC have created the following calendars:

- Metro NW – Metropolitan Melbourne North West Region
- Metro SE – Metropolitan Melbourne South East Region
- Rural – Rest of Victorian Regional Areas.



- d. Controller Shipments – record of controllers built and installed

All DTP Victoria End Users have access to all calendars, but may only view 1 at any one time.

A DTP Victoria End User will be required to select the calendar of the region they are interested in before the scheduler can show what the current week or months events are.

- 4. Select a calendar from the dropdown list. Below is a sample view when the Metro NW calendar is selected:

Figure 7 Calendar view after selecting the DTP Victoria Rural Region Calendar

- 5. Double clicking on the event such as the one in green Site 1968 will result in the event details screen popping up:



Resource Scheduler

Home > Resource Scheduler()

Step 1 : Select a resource type

Step 2 : Select resource(s) Installer

Description	1988 - Ferris Rd / Wembley Ave Melton New installation - No TM PROM & OPSheet provided		
Start time:	<input type="text" value="23/05/2024 9:00 AM"/>	Recurring:	<input type="text" value="(none)"/>
End time:	<input type="text" value="23/05/2024"/> <input type="text" value="3:00 PM"/>	Until:	<input type="text"/>
Comment	<input type="text" value="RAI Job Number 123456 TR"/>		
Notify by email	<input type="text"/>		
Available Email Addresses	← →	Selected Email Addresses	
<input checked="" type="checkbox"/> Send update <small>Separate multiple addresses with a semicolon (;)</small>			
<input type="button" value="Cancel"/> <input type="button" value="Delete"/> <input type="button" value="Update"/>			

Figure 8 Controller Installation Event Full Detail

- To go back to the calendar, simply click on the “CANCEL” hyperlink beneath the event box and your screen will return to the current calendar view.
- DTP Victoria cannot edit the content above as the content is added by ATC and/or its subcontractors so the **Delete** or **Update** buttons will not work.
- If you select the “Show Weekend” check box and click on “Show 24 hours” link, you will be returned to the more compact view of the calendar selected which in the figure below shows “Week”. The same applies to the Day or Month calendars. Below is a sample view of the full calendar for Metro NW:



Resource Scheduler

Home > Resource Scheduler(,)

Step 1 : Select a resource type

Step 2 : Select resource(s) Installer

Show weekend

today 19/05/2024 - 25/05/2024 Day Week Month

	Sun, 19	Mon, 20	Tue, 21	Wed, 22	Thu, 23	Fri, 24	Sat, 25
all day							
12 AM							
1 AM							
2 AM							
3 AM							
4 AM							
5 AM							
6 AM							
7 AM							
8 AM							
9 AM							
10 AM			Site 2122 - Helms 143 / National / Sherry Drive Return Visit Paul Mazzo		1202 - Helms 143 / Wentley Ave Walton New Installation - No ITM ITM & CP Sheet provided Paul Mazzo	Site 2202 - Helms / Scotch - Controller Install and Switch On Paul Mazzo	
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							

⏏ Show business hours...

This view shows the full 7 days and 24 hours for all installs

Untick show weekend to return to the Business Hours view

Click on the Show Business Hours link to return back to the more compact view.

9.



Figure 9 Complete full calendar view - for current "Week"

Export Controller Installation Booking to Outlook

Each booking includes an "Outlook" icon in the bottom right of the box to allow a user to "add" the calendar appointment to their own private calendar. Since it is in a common format the "ICS" file that gets downloaded can be sent to other stakeholders such as Surveillance Officers in order to have the booking in their calendar.

Any DTP Victoria End User or stakeholder resource can add the Controller Installation Event Date to their own calendar by following the instructions below:

1. Click the "Outlook" icon – this will create a link above the Calendar to download an ICS file.

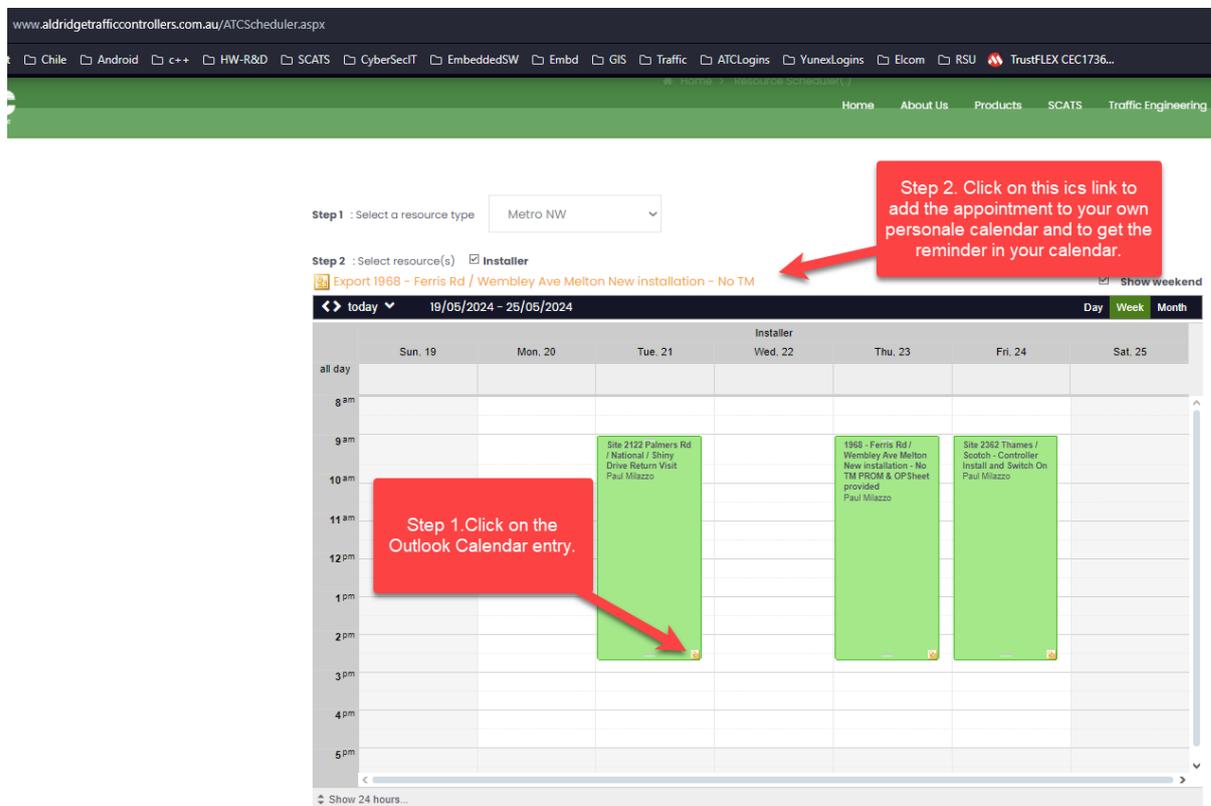
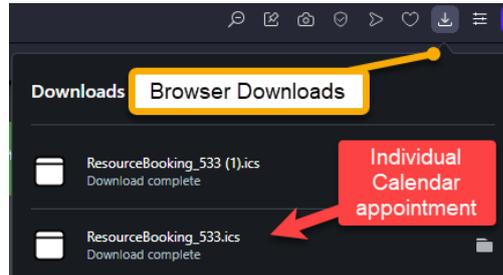


Figure 10 Click on Outlook Icon to Export to your Personal Calendar

2. Click on the Export link.
3. A popup window will open with the option to Open, Save or Cancel the ICS file, see below:



4. This file can be opened using Microsoft Outlook.

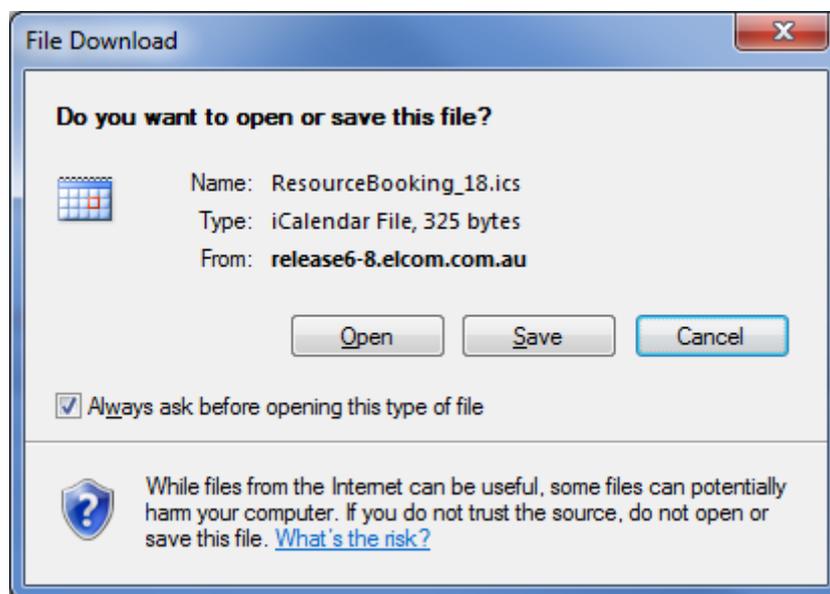


Figure 11 Resource Schedule Dialogue Box to confirm export

Essentially all end users can login and view all ATC Programmed Controller installations just like any normal private website allows.

Please remember you can also check the email notifications received from ATC both for the shipping of the physical traffic signal controller and for the actual agreed controller installation date.