



User Guide for Viewing Controller Installation Schedule

Overview

Resource Booking module allows users to book a resource for an ATC Controller Installation and have that resource appear in a calendar view.

Keys Features

- Providing daily, weekly and monthly bookings for the selected Resource – e.g. Installation Crews, Traffic Management Crews, Surveillance Officers, and Equipment etc.
- Ability to store notes with the event.
- Allows users to export the booking to Microsoft Outlook / Lotus Notes Calendaring Systems.
- Ability to compare multiple Resources for the selected date in one calendar view.
- Ability to set start time, end time and recurring booking.
- 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.

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, but please be aware that the site needs to be added to your company's "Allowed" Sites as firewalls may block access.



The only item to be “downloaded” is a standards based “ics” calendar file that most email and calendaring systems use to “send” date or meeting invitations with. Please check with your IT Systems Administrators to ensure these are allowed through any corporate firewall.

Viewing Controller Installation Calendar Schedule

VicRoads 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.

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

www.aldridgetrafficcontrollers.com.au OR

www.atsc4.com.au

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

Traffic Engineering Services → Controller Installation Schedule

This will take you to a page whose heading is “Controller Installation Schedule” as shown below:

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, VicRoads users are “Schedule Viewers” so they can view but cannot modify the event entry or its content.

ATC and ATC’s subcontractors, ie the installers and its Traffic Management companies are in the Schedule Editors group, meaning they can edit, add, delete and move the event and its content.

If you are a VicRoads 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.

Regional Calendars

To assist in grouping all Traffic Signal Controller installations for a given region within VicRoads, ATC have created the following 3 calendars:

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

All VicRoads End Users have access to all 3 calendars, but may only view 1 at any one time.



Resource Booking Module



A VicRoads 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.

Viewing Controller Installation Calendar Schedule

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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:

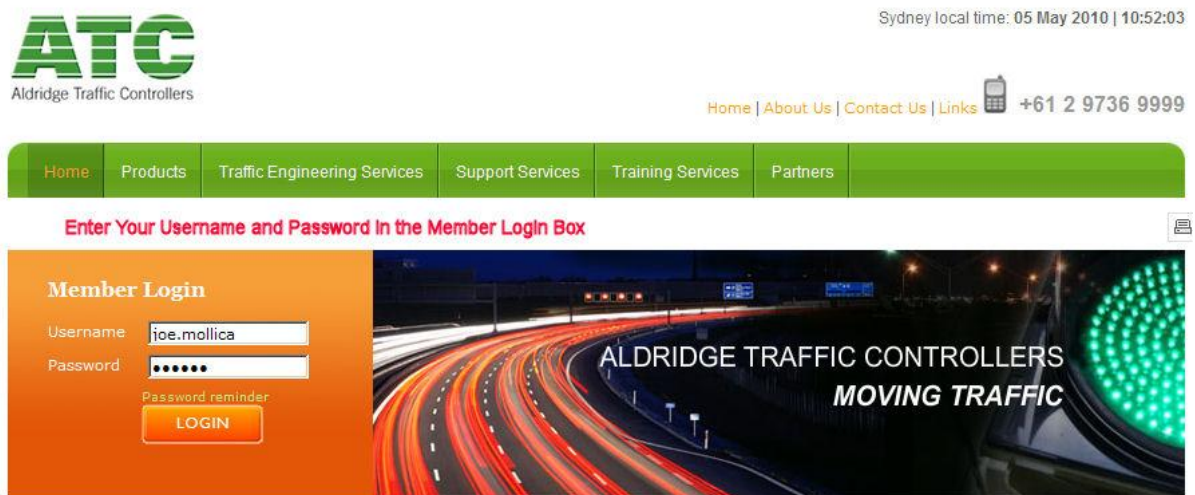


Figure 1 Accessing the Members Area of the ATC Website



Resource Booking Module



- 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.

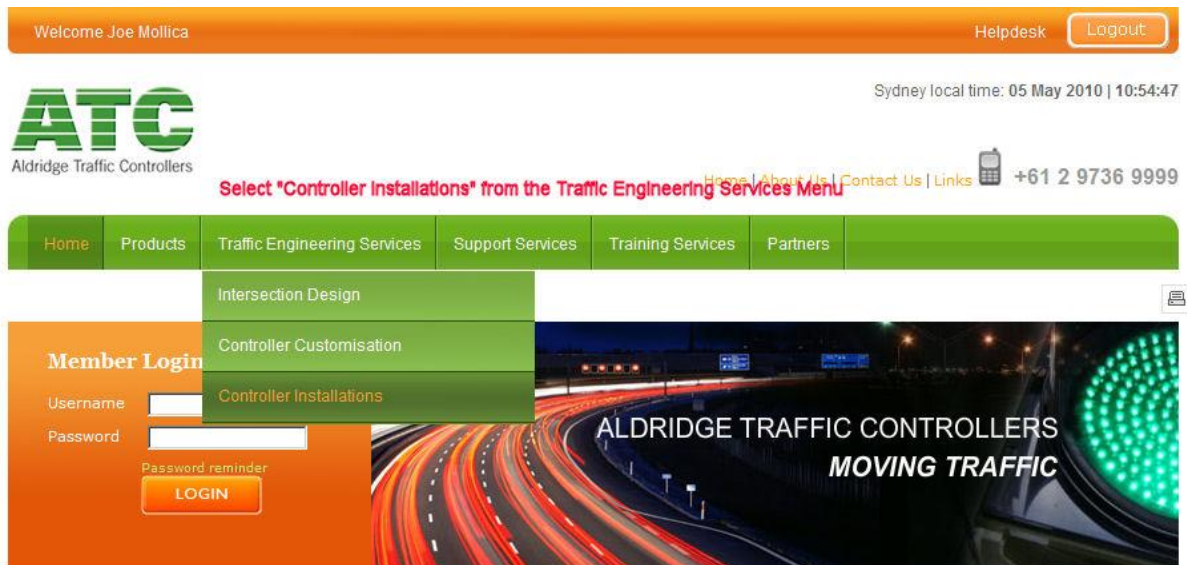


Figure 2 Menu Choice to select the Controller Installation Schedule module on the ATC Website

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

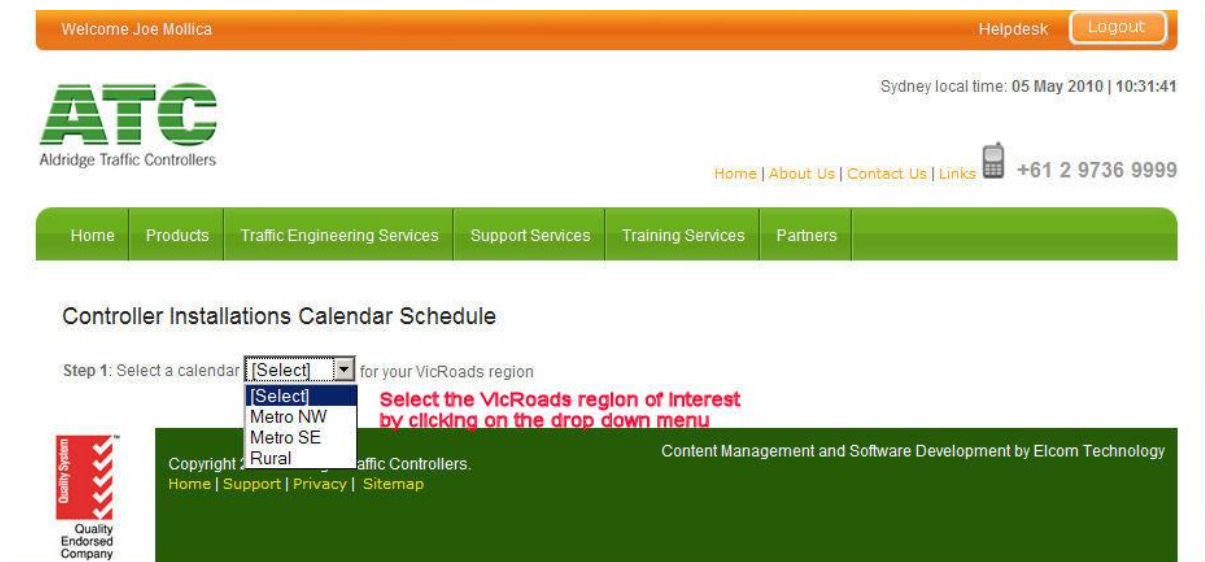


Figure 3 Select VicRoads Region Calendar from Drop Down Menu



Resource Booking Module

4. Select a calendar from the dropdown list. A “timing” circle will show as the system is “downloading” the calendar view to your browser as shown below for Metro North West:

Controller Installations Calendar Schedule

Step 1: Select a calendar for your VicRoads region

Step 2: Select resource(s)

Installer Traffic Management Supervisor

		Installer				
		Mon, 3	Tue, 4	Wed, 5	Thu, 6	Fri, 7
all day						
8 am						
9 am						
10 am						
11 am						

Figure 4 Default Calendar view after selecting the VicRoads Region Calendar

		Installer						
		Sun, 9	Mon, 10	Tue, 11	Wed, 12	Thu, 13	Fri, 14	Sat, 15
all day								
8 am								
9 am	Site 98765 Rebecca Chase							
10 am				Site 9966 ATC Controller Installation Joe Molica				
11 am								
12 pm								
1 pm								
2 pm								
3 pm								
4 pm								
5 pm								

Figure 5 Sample Event on a Calendar



5. Double clicking on the event such as the one in green Test Site 8888 will result in the full event details screen popping up:

The screenshot shows a web form for event details. At the top is a 'Description' field containing 'TEST Site 8888 Installation and Commissioning'. To the right of this field is a 'Recurring' dropdown menu set to '(none)' and an 'Until:' text box. Below the description are 'Start time' and 'End time' fields. The start time is '06/05/2010 11:00 AM' and the end time is '06/05/2010 12:00 PM' with a clock icon. A 'Comment' field contains the text 'Add Site to Radius Server (Network Services), Traffic Management'. Below the comment is a 'Notify by email' field with the email addresses 'rebecca.chase@roads.vic.gov.au; pmilazzo@at' and a checked 'Send update' checkbox. A note below the email field says 'Separate multiple addresses with a semicolon(;)'. At the bottom of the form are three buttons: 'Cancel', 'Delete', and 'Update'.

Figure 6 Controller Installation Event Full Detail

6. 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.
7. At this stage, VicRoads cannot edit the content above as the content is added by ATC and/or its subcontractors.
8. Please note that the weekday view the creator of the event is listed below the Site number and you can use that information to directly contact that person if any details of the event need to be queried or changed.



Export Controller Installation Booking to Outlook

Each booking includes an “Outlook” icon in the bottom right of the box.

Any VicRoads End User or Subcontractor 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.

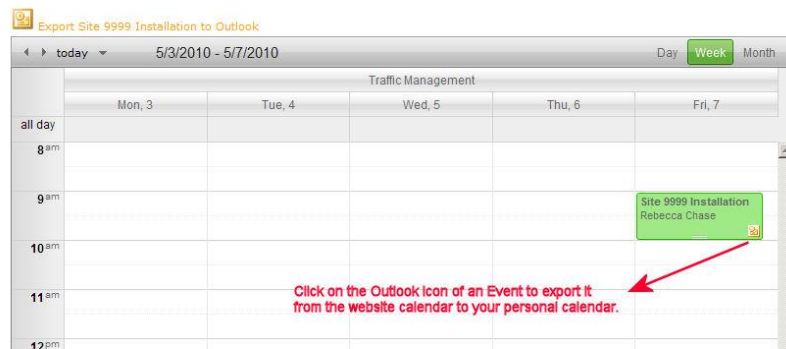
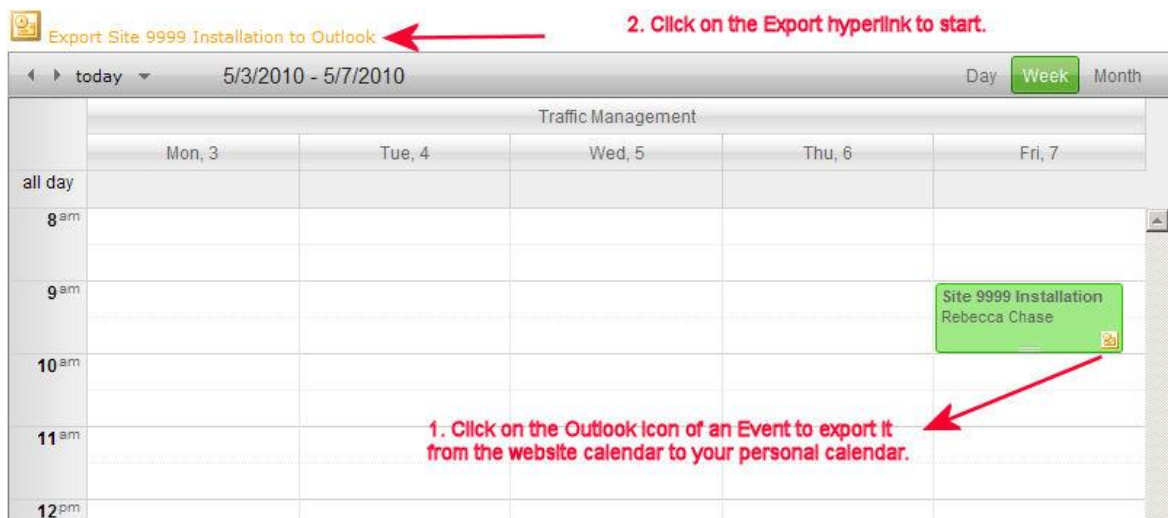


Figure 7 Click on Outlook Icon to Export to your Personal Calendar

2. Click on the Export link.



3. A popup window will open with the option to Open, Save or Cancel the ICS file. This file can be opened using Microsoft Outlook.

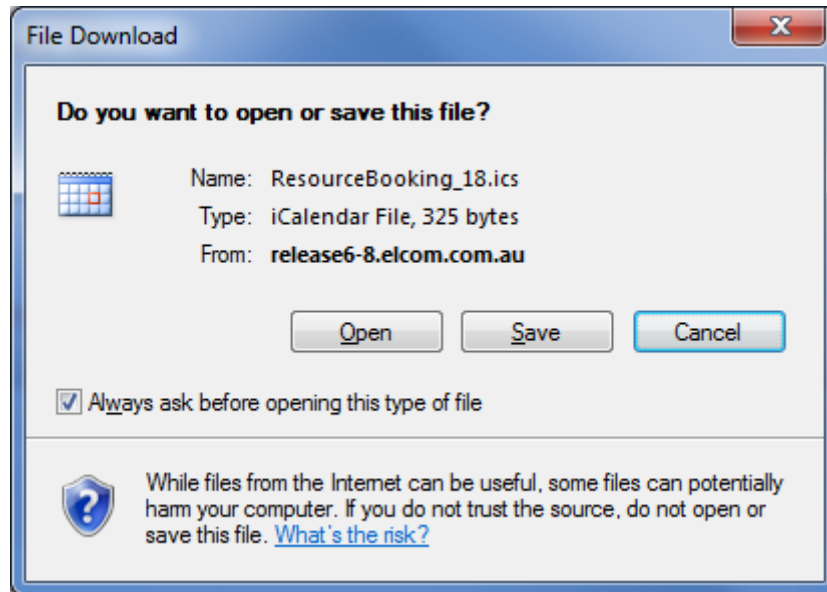


Figure 8 Resource Schedule Dialogue Box to confirm export

Click on the “Open” button and your default email calendar program will open it up as a calendar entry and you will need to “Save” it as a new appointment.

Please note this will apply equally to End Users running a Lotus Notes Mail Server.

All users can “alter” the calendar view to a:

Day View

Week View (the current week)

Month View (the current month)

For all 3 of the above views, all end users can select whether they want to view Business Hours or the full 24 hours by clicking on the orange coloured hyperlink labelled “Show 24 Hours”.

To add Saturdays and Sundays to your calendar, simply click on the radio button labelled “Show Weekend”.