OVERVIEW

The Scheduler App provides a modern and easily accessible way for Programme Tutors to access the information in the eVid Scheduler system. Tailored to the individual, the user can view their Diary and Request Leave from their mobile device, wherever they are. Tutors are always up to date on any changes to their planned sessions, and can view all their sessions in the past, present or future. They can request leave directly through the app and the Scheduler Administrator can then authorise their request and find the most suitable replacement using the full Windows eVid Scheduler application.

Where the Windows eVid Scheduler application gives complete control to the Administrator to the control the running of all Programmes in all locations, the Scheduler mobile app presents just the information that is relevant to the individual tutor. This condensed view is suited to the owner of the mobile device and allows them to see only the programmes, groups and sessions that they are involved with.

Login

To launch the Scheduler app on your device, press the Scheduler icon. If this is the first time you have used the App you will be prompted to select your name in the list and enter your password. Once logged in your details are remembered so the next time you launch the app you will not need to enter these again.

Modules

The Scheduler App has 4 modules, all instantly accessible by tapping on the relevant button on the bottom toolbar. The selected module is indicated by a lighter shade of blue. The 4 modules are as follows:

- **Diary** – Shows all your Sessions, Leave, Tasks and any Bank Holidays for the selected week.
- **Programmes** – Provides detailed view of all the Programmes, Groups and Sessions you are involved with.
- **Leave & Tasks** – Shows all the Leave & Tasks you have booked or requested.
- **Phone Book** – Shows all phone numbers of locations and staff and their current status.

*On smaller devices, ‘Leave & Tasks’ is displayed as simply ‘Leave’ and ‘Phone Book’ as ‘Phone’.*
The Diary is the initial view you see after launching the App. It instantly shows you all the sessions you are tutoring this week, all the leave and tasks you have booked or requested, and any Bank Holidays. The next session to occur is highlighted in light blue. Tapping on a row will load the details screen for that item depending on its type (Session or Leave/Task), these are explained in the Programmes and Leave/Tasks Modules which follow.

**Toggle Reserve Sessions**

The button at the top right of the screen toggles the option to show or hide the sessions where you are the reserve tutor (by default it is not selected). When selected, any sessions where you are the reserve tutor are displayed in the list with a vertical orange trim on the left hand side and the 📅 icon:

- **Wednesday, 29 October 2014**  
  TSP ROLL (EV7)  
  Minshull Street - Room 5

**List Information**

The first line in each row in the list contains the date and the time: ‘Morning’, ‘Afternoon’, ‘Evening’ or ‘All day’, (‘AM’, ‘PM’, ‘Eve’ on small devices).

If the row relates to a session, the second line contains the abbreviated programme name with the group code in brackets on the left, the session number and the total sessions are on the right. The location and room are shown on the third line.

If the row relates to a Leave or Task entry then the type is shown on the second line and any notes are shown on the third line.

**Icons**

The icon on the left of the row provides a visual indication of the type or status of the row. For a session:

- ✔️ A tick indicates that the session has already taken place.
- 🔄 A green triangle (play symbol) indicates that the session is currently taking place.
- 🕒 A clock indicates that the session will take place later today.
For a Leave, Task, or Bank Holiday the type of icon relates to the type of entry. For example:

- Annual Leave.
- Sick Leave.
- Video Monitoring Task.

The icon on the right of the row can either be:

- A Review session (no offenders present).
- The Leave or Task you requested has not yet been confirmed by the Administrator ('new' icon).

**Colour Trim**

Each row has a colour indicator down the left hand side.

If the row relates to a Session a green trim down the left hand side indicates that you are/were the main tutor, an orange trim indicates you are/were the reserve tutor.

If the row relates to Leave or a Task then it will be green if it has been confirmed by the Scheduler Administrator, or orange if it is awaiting confirmation.

Blue indicates a Bank Holiday.

**Date Selection**

To change the selected week you can use the Date Selection Panel near the bottom of the screen. *This panel is also visible in other modules in the app.* Tapping the left arrow button will go back a week, and tapping the right arrow button will go forward a week. Tapping the Centre Button (indicated by ‘This Week’ on the screenshot) pops up the selection calendar shown below where you can quickly select any date:

Tapping the Circle Button at the top left will take you back to this week, the arrows either side will take you back or forward a month at a time. A specific month and year can also be selected by tapping the month/year label and selecting from the pop up lists that appear.

When you have selected a day in the grid, the calendar will automatically close and the list view refreshed.

A quicker way to return to the view for this week is to tap the Title Button (*this also works in the other modules*):

**Back Button**

Tapping the top left App Icon shown on the left will take you back to the previous screen. If you are at the top level screen of a module, pressing Back once more will return you to the Diary.
The Programmes module shows all the Programmes and Groups where you are tutoring at least one Session.

Programmes View
The initial Programmes view shows you all the Programmes where you are tutoring sessions in the current year.

Toggle Reserve Sessions
As with the Diary you have the option to include or exclude the sessions where you are the reserve tutor by pressing the Toggle Button in the top right corner.

List Information
The first line in the row shows the name of the programme. The second line shows the total number of groups and sessions that you are tutoring (including when reserve if toggle button is pressed). The third line shows the first and last dates where you are scheduled to tutor a session. *(The date is displayed in short format for low resolution devices).*

Colour Trim
A grey trim to the row indicates that all sessions that you were tutoring are all in the past, while a green trim shows you have sessions in the future. Tapping on a row will load the Groups screen which shows a list of the groups for the selected programme.

Date Selection
To change the year use the Previous and Next arrow buttons under the list of programmes. To return to the current year you can also press the Title ‘Programmes’ Button at the top of the screen.
Groups View

After tapping on a particular programme, your list of groups in this programme for the selected year are displayed. The list automatically scrolls down to the first group that is currently active. The Title Bar shows the name of the selected programme and the selected year from the previous screen (the abbreviated Programme name is displayed on low resolution devices).

List Information

The first line in the row shows the start and finish dates of the group on the left and the group code in brackets on the right. The second line shows the days and times of the sessions on the left, and the number of sessions in the group that you are tutoring/have tutored in groups that have finished. The third row shows the names of the two main tutors or the cancellation date if the group has been cancelled.

Icons

The icon on the left of the row provides a visual indication of the group status of the row:

- ✅ A tick indicates that the group has finished.
- 🔄 A green triangle (play symbol) indicates that the group is currently running.
- ✗ A red cross shows that the group was cancelled.

The right icon is used to either show that you are the reserve tutor or to highlight missing room or tutor allocations on groups that have not finished:

- 🥷 You are the reserve tutor for the group.
- 🚚 Red, yellow or green warning triangles indicate that 1, 2 or 3 pieces of information (tutors or room allocation) are missing respectively.

Colour Trim

Green indicates you are the main group tutor, orange shows you are the reserve tutor. A grey trim means that you are/were neither the main or reserve group tutor but are providing/have provided cover for at least one session in the group.
Sessions View

After tapping on a particular group, the list of all Sessions in that group are displayed. If the group is currently running then the list automatically scrolls to the most recent session. The title bar shows the name of the selected programme with the name of the selected group in brackets followed by the total number of sessions in the group.

List Information

The first line in the row shows the date and time of the session. The second line shows the names of the two main tutors on the left and the session number on the right. The third line shows the location and room.

Icons

The type of the icon displayed on the left follows the same format as the other lists. The icon on the right either shows the review icon, the reserve tutor icon or one of the warning triangles, the colour of which depends on the amount of information missing and the proximity of the session. The warning scale runs Red, Yellow, Green with Red being the most urgent/most information (tutors or room) missing.

Colour Trim

Green indicates you are the main group tutor, orange shows you are the reserve tutor and grey that you have no involvement with the session.

Title Bar

Pressing the Title Bar Button brings up a pop up box containing details about the group as a whole as shown on the right. You can scroll the page if you are using a small device and all the information isn’t be displayed on screen at the same time. Press the X button at the top to return to the Sessions List.
Session Details

Tapping on a Session brings up the Session Details screen. This gives you full details about the session including the session number and description/topic (if recorded) as well as the location, room and tutors.

**Title Bar**

Pressing the title bar or pressing the information icon brings up the Group Details panel as on the previous screen.

**Links**

If your device supports phone dialing then the call button will be shown to allow you to directly dial the location.

A map pin button is shown to open your device’s map application from where you can navigate to the location (*if supported on your device*).

Depending on the phone number stored for other members of staff (landline/mobile/ internal extension), you may have call and SMS buttons to allow you to call or text message them.

**Requesting Leave**

If the Session has not yet taken place, you can request a replacement tutor. The + button appears on the title bar in the top right corner, pressing on this will take you to the Request Leave/Task screen which will automatically populate the date and time boxes with the correct values for the session you are requesting a replacement for.

**Session Selection**

The panel at the bottom allows you to switch to the previous and next sessions using the left and right arrow buttons. You can also press on the center (*Session*) button which pops up a selection dialog (shown on the left) to allow you to quickly jump to any session in the group.
The Leave & Tasks Module has a similar appearance to the Programmes Module. All the leave/tasks that you have booked or requested are shown in the list for the selected year. By default, the current year is selected and the list scrolls to the next leave or task that is scheduled.

**List Information**

The first line in the row shows the date of the leave/task on the left and the time(s) on the right. The second line shows the type of the leave or task on the left. If your request has not yet been confirmed by the Scheduler Administrator, then ‘[TBC]’ will be shown on the right. If it has been refused, ‘Refused’ will be shown. The third row shows any notes that have been entered by you or the Administrator.

**Icons**

The icon on the left corresponds to the type of leave or task. If the request hasn’t yet been confirmed yet, the right icon shows the new icon: ![new icon]

If it has been refused, a red cross is shown.

**Colour Trim**

A grey trim indicates that the leave/task is in the past, otherwise green indicates that it has been confirmed, orange if it is awaiting confirmation, or red if it has been refused.

**Date Selection**

To change the year use the Previous and Next arrow buttons in the Date Selection panel near the bottom of the screen. To return to the current year you can also press the Title Button at the top of the screen.

**Requesting Leave or Tasks**

Clicking the + button on the top right of the Title Bar will open the Request Leave/Task screen.
Request Leave/Task

From here you enter the required information and submit your request to the Scheduler Administrator.

**Checking Staff**

Once you have entered the dates and times you are making the request for, the Check Leave/Tasks button appears:

Pressing this button displays a pop up panel showing all the Staff that have requested/booked leave for the specified dates and time(s):

This allows you to see if other staff members have already booked leave or tasks on the days/times you are going to request. This is for information only, it does not prevent you from submitting a request regardless of who else is unavailable. Press the X Button to close the pop up box.

**Sending the Request**

The Notes field is optional. After completing the form tap the Send Request button as shown on the top right screenshot. Depending on the resolution of your device, you may need to scroll to see the Send Request button.

If you are already have a leave or task booked on any of the dates/times you are requesting you will be asked if you wish to overwrite the existing entries.

Once the request has been sent, you are returned to the list showing the leave you have requested:
Viewing Leave/Tasks

Select the item in the Leave/Tasks list that you wish to view and the Leave/Task Details screen is shown (this can also be viewed from the Diary screen):

Cancelling Requested Leave/Task

If the leave or task has not yet been confirmed (or Refused) you will see the ‘Cancel Request’ (or ‘Delete Request’) button at the bottom of the Leave/Task Details screen, tap on this and you will be asked to confirm the deletion as shown below:

Tap ‘Yes’ and the request is then deleted and removed from the list.
The Phone Book provides fast access to all Location and Staff phone numbers and also gives you the current status of all Staff.

The Phone Book lists all staff and all location telephone numbers. It also provides a quick way of seeing which staff are currently:

- Available
- On leave or a task.
- Tutoring a session.
- Not working at this time.

**List Information**

The first line in the row shows the name of the location or staff member on the left, for staff it shows the name of their location on the right (abbreviated on low resolution devices). The second line shows the location’s main phone number on the left, or for staff it shows their phone number on the left and their location’s phone number on the right. If the person is currently unavailable, the third line shows the reason why.

If your device has a phone dialer, by tapping the row you can dial that number. If the person has both a personal number and a location number, the device will ask you if you want to call their personal number first, if you say no to this then it will ask you if you want to call their location phone number. If the phone is just an internal extension number this is ignored.

**Icons**

The icon on the left of the row provides a visual indication of the location or status of the staff member:

- The office icon indicates a location.
- A tick indicates that the person is currently available (not tutoring, not on leave or a task, and usually works at this day/time of the week).
- The TV indicates the person is currently tutoring a programme session (the programme/location/room is stated in the notes).
- A red cross indicates the person isn’t available at the current time (the notes line shows the reason).
- If the person is currently on a task/leave, the specific task or leave icon is shown.
**Colour Trim**

A blue trim indicates the item is a location. For staff, green indicates the person is currently available and red indicates they are not.

**Filtering**

You can filter the lists by typing in the filter box on the Title bar, the list updates as you type. You can filter on the name of the person or location, and you can type part names for example, typing ‘son’ would filter all locations and staff that have ‘son’ anywhere in their name or location as shown on the screenshot:

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**Location Filtering**

You can also filter based on a particular location. Typing the name or part name of a location (or abbreviation of the location on small devices) will hide all staff who are not at that location. For example, typing ‘run’ will filter the list based on all the staff at Runcorn as shown on the left.

To clear the filter, press the X button on the filter box: