S6-Multi Task Scheduler Instructions

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Office 2007/Excel 2007 Note:

This Excel workbook was created with Excel 2003 and if used in Excel 2007 it needs to be saved as an Excel 97/2003 workbook with macros. Excel 2007 will warn you that some information may be lost, but since this workbook does not use any unique Excel 2007 features, none will be lost.

Navigation Note:

This spreadsheet has several sheets and there is room for only a limited number of sheet tabs at the bottom of the screen. You can display additional sheet tabs by clicking on the directional arrows on the left of the sheet tabs. Another way to display additional tabs is to hold the mouse cursor over the directional arrows and click the right mouse button. You can now select the sheet of interest from the table of sheet names. You can also go from one sheet to the next by holding down the control key and pressing the Page Down or Page Up key on the keyboard.

If you find that you do not need all of the sheets, you can hide the unwanted ones. Do not delete them, for it might corrupt the spreadsheet logic. To hide a sheet, go to the sheet, select F**o**rmat, S**h**eet, **H**ide. To unhide a sheet, select F**o**rmat, S**h**eet, Un**h**ide, and then select the sheet from the menu.

I. Introduction

Please Read the License on the License Sheet

This spreadsheet allows you to assigning multiple daily tasks to your employees. The program keeps you informed of any scheduling conflicts and tells you which tasks remain to be assigned for a one week period. Each employee can be scheduled to up to 10 tasks per day. Employee and task information is entered on the Emps & Tasks sheet and task assignments are made on the Scheduling sheet. The remaining sheets contain schedule output.

The spreadsheet can export a Timer file to QuickBooks Pro for use in payroll and invoicing within that program.

The spreadsheet also creates scheduling output files that can be imported into your Outlook e-mail client or PDA or other calendar program and it will automatically send individual schedules to your employees via e-mail.

II. Password Protected Sheets

All of the sheets have protected cells (cells that you may not use to input data). All of the unprotected cells for use in storing data are light green in color. Each worksheet is protected to prevent you from overwriting the information in the protected cells. We advise that you leave the worksheets protected unless you want to make changes on a worksheet that can not be made if the sheet is protected. For example, if you want to hide or unhide rows and columns or change cell colors you will need to unprotect the sheet (Tools, Protection, Unprotect Sheet). Be sure that you do not change the contents of the protected (non-light green) cells. You can, however, change the color, formatting, etc of the protected cells. After you have made the changes, be sure to protect the sheet (Tools, Protection, Protect Sheet). No password has been assigned to the sheet protection. You may wish to add a password. In addition, most of the cells in this spreadsheet are also protected with the Excel Data Validation feature to reduce the chance that the cells will be over-written.

III. Employee and Task Names on the EMPS & TASKS SHEET

Three tables are provided for you to input your employee information, task information and employee qualifications. All data input is in the light-green cells. The other cells are protected and are not available to be modified. The "Schedule Start Date" is specified in the light green box at the top of the sheet.

The Employee Name Table includes names and hours each person is available each day of the week. If someone has a scheduled day off, do not put a start and stop time in the table for that day. Each employee must have a unique name and you will be notified if you enter duplicate employee names.

The Task Specification Table includes the name of the task and the time each task starts and stops. You may add a "-" (dash, without the "") after the task name and then additional task information. The information after the "-" is considered an "Item" in QuickBooks Pro. Each task-item needs to have a unique name, and you will be notified if you enter duplicate task-item names. The "Item" must not contain a comma (,) if you wish to create a vCalendar file to import into your Microsoft Outlook e-mail software. If you need to enter the same task more than once, you will need to insert a unique "item" name (after the "-"). The Task-Item combination will appear on the Individual Schedules and on the other schedules produced by this spreadsheet. To the right of the task start and stop times is where you indicate the days a task needs to be performed. An "X" is used to indicate the days of the week each task needs to be scheduled. You can type the "X" in the cell or select one from the drop-down menu. You can also copy an "X" from one cell to other cells.

At the top of the Task Specification Table is a box where you can enter a **Travel/Rest Time Between Assignments** that will be used to be sure that your employees are not assigned consecutive tasks with inadequate time to travel from one task to another. You may select any value between 0 and 2 hours in 15 minute increments. This value will be applied to all tasks. If some travel times are greater than the default you should be careful when making those assignments and look at the Availability Charts to see if adequate time is available for the employee to travel from one task to another.

The Employee Qualifications Table, located at the bottom of the sheet, is a place for you to specify (with an "X") tasks each employee is qualified to perform. You can type the "X" in the cell or select one from the drop-down menu. You can also copy an "X" from one cell to other cells.

You can sort the Employee and the Client/Task tables by clicking on one of the gray-colored macro buttons at the top of the sheet. You may want to do this whenever you add or delete an employee or a client/task. The employee assignments on the "Scheduling" Sheet will also be sorted.

IV. Notes on the NOTES SHEET

The "Notes" sheet contains a table where you can keep notes related to tasks and employees. When you click on one of the little arrows in the blue column header, you are presented with a menu of items (dates, tasks, employees, notes) that you can select for display. For example, if you select a date of 12-Dec-07, only rows with that date will be displayed. You can sort, move or delete any of the rows as required.

V. Employee Task Assignments You Make on the SCHEDULING SHEET

The Tasks that you specified on the Emps & Tasks Sheet are shown on the left side of the Scheduling Sheet. If the task needs to be performed on a specific day, the cell for that task/day is colored light-green. If the task is not scheduled for that day, the cell is gray. Tasks are assigned by selecting employee names from the drop down menu associated with the task/day. Only employees that you specified as qualified for that task are shown on the drop-down menus.

A column on the left side of each day column shows employee availability for the task and it is color-coded for your convenience. If fewer than 10% of your employees are available for a given task, the Avail Emps (available employees) cell will be pink. If 10% to 25% of your employees are available for a given task, the Avail Emps cell will be rose-colored. If more than 65% of your employees are available for the task, the cell will be aqua-colored. Otherwise, the cells will be light green. We suggest that you assign the pink and rose-colored tasks first, followed by the light green and the aqua ones.

The program keeps track of initial employee availability and task assignments in 15 minute increments throughout the day. Once someone is assigned to a task, he/she is removed from the drop-down menus for tasks that overlap his/her current assignments. This information is presented graphically on the "Availability Charts" Sheet.

Above each day column is a gray-colored macro button that you can click to delete all assignments for that day. We suggest that you start each week's scheduling by clearing the previous week's assignments. If you have made no changes on the Input Sheet regarding employee availability, task information, or employee qualifications, it is OK to leave last week's assignments in place and copy the assignments in the holding columns to the "active" column to make minor modifications as required for this week.

If, however, you have made changes on the Input Sheet, those changes will affect the drop down menus and it is possible that, if you leave last week's assignments in a day/task cell, it will be inappropriate. For example, if one of your employees has different days off this week than last week, his/her daily availability will change and his/her task assignments will need to be changed. If an employee name appears in one of the seven daily scheduling columns, but is not on the employee list, **the cell will turn rose-colored**. This situation can occur if you delete an employee name but do not delete their assignments.

At the top of the sheet, above each scheduling column, is a normally blue or green cell. If you have made scheduling errors, the name of the erroneously scheduled employee will appear in the cell, and the cell color will change to reflect the error. If someone is assigned overlapping tasks, his/her name will appear in a rose-colored cell. If someone is assigned to a task when he/she is not scheduled to be at work, his/her name will appear in a lavender-colored cell. In addition, the cell(s) containing the employees assignments will turn light orange to help you find and replace the employees name. Normally the program will not allow you to make these errors. However, if the task assignments are made before the spreadsheet has had a chance to recalculate, you can assign overlapping tasks. Also, if you change the employee or task information on the Input Sheet after a task has been assigned, it can create erroneous assignments.

If you assign someone to a daily task that overlaps with another task assigned yesterday or tomorrow, you will be notified in the message above the daily assignment columns. The message is normally "No Day-To-Day Employee Task Assignments Overlap". This cell is also used to notify you if you have deleted an employee from the Emps & Tasks sheet but have not removed their assignments. Cells with these erroneous assignments will turn rose-colored to help you find the bad assignments.

Below the Assignments Table is a table that summarizes the number of hours assigned to each employee each day. Weekly totals are also provided along with the target weekly hours for each employee you specified on the Input Sheet.

The Excel Copy and Paste commands have been disabled on this sheet to prevent ther user from moving the cell-specific drop-down menus from one cell to another. This feature is not compatable with Mac computers and the Mac versions of Excel. The code that disables the copy and paste commands may affect other spreadsheets that are open. If this happens, open and close the "Copy Restore.xls" spreadsheet that is included in the download package and these functions will be restored..

VI. Employee Availability Shown on the AVAILABILITY CHARTS SHEET

Employee availability is plotted on this sheet for each day of the week in 15 minute increments. Initially, the gray-colored bars show the employee to be available all of the increments between the start and stop times you specified on the Input Sheet. As you make assignments, the gray bars are changed to reflect the employee's task assignments. If you erroneously assign someone to overlapping tasks or to tasks when the employee is not scheduled to be at work, the offending time-segments will be pink-colored.

The employee needs to be available for the entire 15 minute period in order to be shown as available for task assignments. For example, if someone is scheduled to start work at 8:05 AM, he/she will not be available for a task until 8:15. Likewise, if someone is assigned to a task that ends at 10:20 AM, he/she will be shown as unavailable for the entire 10:15 to 10:30 time-increment.

VII. Employee Assignments Shown on the INDIVIDUAL SCHEDULES SHEET

One-week schedules are provided for each employee showing the task names and start and stop times as well as the number of hours associated with each task. The weekly total hours are also shown at the bottom of each schedule. The schedule can show up to 10 daily tasks per person.

At the top of the sheet is a macro button that you can use to hide unused rows on the schedules. There are also macro buttons that can be used to send the schedules via E-Mail to your employees.

The print range is set to print all of the schedules. If you want to print fewer schedules, you will need to change the print range.

VIII. E-MAIL & ESCHEDULE SHEETS

You can e-mail individual schedules to your employees in the form of a small Excel spreadsheet. If you would like to do this, you first need to put your employee e-mail addresses in the table on the E-Mail sheet. The ESchedule sheet is created for each employee and attached to an e-mail message to that person when you click on the macro button on the Individual Schedules sheet.

Your e-mail client will probably alert you that a program is attempting to send a message and you will need to click "Yes" in order to send each message. This is okay for a few messages, but if you are sending schedules to all of your people, this can become bothersome and time-consuming. You can change the security settings for your e-mail client to allow a program to send e-mail messages without asking your permission. The down-side of changing the security settings is that some not-so-friendly program can flood the world with spam from your computer. You need to decide if the reward is worth the risk. Instructions on how to adjust the Windows security settings for Outlook Express, Outlook and Windows Mail can be found at:

http://www.rondebruin.nl/mail/prevent.htm

If any of your employees do not have the Excel software, they can download a free Excel viewer form Microsoft at:

http://www.microsoft.com/downloads/details.aspx?FamilyID=c8378bf4-996c-4569-b547-75edbd03aaf0&displaylang=EN

IX. Group Schedule on the GROUP SCHEDULE SHEET

The Group Schedule shows the Assignments Sheet information in a more printer-friendly format.

X. vCalendar SHEET

The scheduling information can be saved as a file using the vCalendar data format that can be imported into MS Outlook or other software that can read vCalendar files. The file includes a "SUMMARY" field that shows the employee's name, a "LOCATION" field that shows his Task Assignment and a "CATEGORIES" field that displays the word "Shift". A 7 day schedule for a single employee is created on the vCalendar sheet. Select the employee name from the drop-down menu and click on the macro button to create the single employee schedule. The macro will save the scheduling spreadsheet under it's current name and then save the vCalendar file in your scheduling directory with the name shown in the cell below the macro button. After the vCalendar file is created, the spreadsheet will close. The hidden vCal Out sheet is used in the creation of the vCalendar files and should not be deleted.

If there is already a file in your scheduling directory with the same name as the vCalendar file being created by the macro, Excel will ask if you want to replace the old file with the new one. If you select "No" the macro will display an error message. Simply select "End" and the macro will stop. Also, after the vCalendar file is saved, Excel will ask you if you want to save the changes in the ?????????.vcs file. You can select either "Yes" or "No" since the old file is the same as the new file.

XI. Importing the .vcs File into MS Outlook

In MS Outlook select File, Import and Export. Then choose "Import an iCalendar or vCalendar file (.vcs) and browse to your scheduling directory or other folder where you have stored the vCalendar file. Select file type = vCalendar and all of the .vcs files will be displayed. Click on the one you want to import and then click "Ok". The procedure to import a file into a PDA or other device is probably similar, but you may need to check your operating manual.

If you receive an error when importing the .vcs file into MS outlook, it is probably due to miscellaneous punctuation marks in the "SUMMARY" and/or "LOCATION" lines in the .vcs file. When Excel saves a worksheet as a text file, it puts quotation marks (" ") around lines containing certain punctuation marks such as a comma (,). MS Outlook can't import the lines with the quotes and will give you an error message. You can open the .vcs file with Notepad or other text editor and search for the lines containing quotation marks to locate the miscellaneous punctuation marks causing the problem.

The spreadsheet will convert employee names in the format "Last Name", "First Name" into "First Name" "Last Name" (without the comma) format in the .vcs file, so you can use employee names in the Last Name, First Name format. Likewise, if there is a comma in the spreadsheet item that appears in the "LOCATION" line of the .vcs file, the "before the comma" letters will be switched with the "after the comma" letters.

XII. Employee Assignments Reported on the TASK SCHEDULES SHEET

This sheet looks much like the Assignments Sheet, but is in a more printer-friendly format. Also, you are able to select the tasks you want to display for printing. The table on the left shows the task names and a number associated with each task. Put the numbers associated with the tasks of interest in the first column of the task table and the assignments for those tasks will appear in the table. The tasks can appear in any order, and are not limited to the order you put them in on the Input Sheet.

If there are several different groups of tasks that you want to display and print, you can change the task numbers as often as you need to in order to create all of the various combinations of task schedules. For example, certain tasks may be performed for a single client and you want to send that client a schedule of who and when the tasks will be performed, you can select just the tasks for that client to be displayed.

XIII. Sheets for use with QuickBooks Pro Accounting Software

If you use QuickBooks Pro accounting software, you can create a "Timer Import File" that you can import into QuickBooks Pro to transfer scheduling information for use in employee payroll and client billing.

If you do not plan to use this feature, you can delete the 4 worksheets associated with the QuickBooks Pro TIF (Timer Import File) by right clicking on the sheet tab and selecting Delete.

One sheet is provided for you to associate employees and tasks in this spreadsheet with clients and employees in your QuickBooks Pro software and three sheets are used to create the TIF (Timer Import File) and allow you to edit it before exporting it for use in QuickBooks Pro.

XIII A. The QB PRO TIF SHEET

This sheet is saved as a tab delimited text file to create the QuickBooks Pro Timer Import file. The sheet is normally hidden and can be viewed by selecting the following from the Excel toolbar: F**o**rmat, S**h**eet **U**nhide (select "QB Pro TIF"). You can then hide the sheet by selecting F**o**rmat, S**h**eet, **H**ide. The sheet is visible on a new spreadsheet to allow you to create the Timer Header Block. Only the top 2 rows and Columns A to G are visible. The other rows and columns are hidden from view.

You need to create the Timer Header Block (TIMERHDR) found on the first two rows of the "QB Pro Timer Import File" Sheet. The TIMERHDR is unique to your QuickBooks Pro company and needs to be created (only once) before you use the file export/import feature in QuickBooks Pro to transfer you scheduling activities into QuickBooks Pro. Step-by-step instructions to create and copy the TIMERHDR follows:

1. In QuickBooks Pro, select **F**ile from the menu then select Ti**m**er. If you do not see "Timer" as an option, it may be that you do not have QuickBooks Pro, but QuickBooks, or that you did not choose to install that feature when you installed QuickBooks Pro on your computer.

2. Choose "**E**xport Lists for Timer and click OK. Type in the following file name "timer export.iif" (without the "").

3. Select the directory (folder) where you would like to save the file (why not the directory with your scheduling program)

4. Select "Save" or "OK" and you will receive a message "Your data has been exported successfully". Click OK.

5. Open Microsoft Excel and then open this spreadsheet. Go to the "QB Pro Timer Import File" worksheet.

6. Unprotect the "QB Pro Timer Import File" Sheet (**T**ools, **P**rotection, Un**p**rotect Sheet).

7. Open the "timer export.iif" file in Excel. In the "Files of type" space at the bottom of the Open box, select all types (*.*) and then click on the file named "timer export.iif"

8. Put a check mark in the box (circle) marked "Delimited" and click "Next".

9. Put a check in the box (circle) marked "Tab". Be sure no other option is selected. Click "Finished".

10. Copy Cells A1:G2 (top 2 rows and first 7 columns) from "timer export.iif to Cells A1:G2 of the "QB Pro TIF" Sheet. (Highlight the cells to be copied, right click the mouse and select Copy, go to cell A1 of the QB Pro TIF worksheet, right click the mouse and select Paste, Special, Values, OK).

11. In column F row 2 (under the FROMTIMER heading) change the N to Y. (This indicates that, Yes, the information is coming from the Timer).

12. Protect the "QB Pro TIF" Sheet (Tools, Protection, Protect Sheet) in this spreadsheet.

13. Hide the "QB Pro TIF" Sheet (F**o**rmat, S**h**eet, **H**ide).

XIII B. The QB PRO SETUP SHEET

Scheduling tasks and employees need to be associated with clients/jobs and employees in your QuickBooks Pro software. This association along with some other task information that may be of interest to QuickBooks Pro is performed on the QB Pro Setup Sheet.

The QuickBooks Pro Task/Client List Table shows the names of the scheduling tasks and the "Item" you may have specified on the Input Sheet. You need to specify the QuickBooks Pro client or job to be associated with each of the scheduling tasks. You can also provide the Project Name, Notes and Billing Status for use in QuickBooks Pro. A brief description of each of these QuickBooks Pro fields is provided in a note associated with the name of each field. To view the note, you need to place the cursor over the cell containing the note. If you need additional information about any of these fields, you need to consult your QuickBooks Pro documentation.

If you leave the "Notes" field blank, the program will fill this field in the QuickBooks Pro Timer Import File with the task start and stop time.

If you named the scheduling tasks the same as your QuickBooks Pro clients, you click the macro button above the table to copy (and paste special, values) the Scheduling Task Name column into the QB Pro Client Name column.

The QuickBooks Pro Employee Name table is where you specify the QuickBooks Pro employee name to be associated with each scheduling program employee name. You can also specify the Payroll Item to be assigned to each employee. Payroll Items can be selected from the drop-down menu. The source of the items in the drop-down menu is the table on the right. This table has been loaded with typical payroll items. If you have created additional payroll items for use in QuickBooks Pro, you can put them in the table and they will be available on the drop-down list.

If your Scheduling Employee Names are the same as your QuickBooks Pro Employee Names, you can click the macro button above the table to copy (and paste special, values) the Scheduling Employee Names column into the QuickBooks Pro Employee Names column.

Above the Payroll Item Menu List is a macro button that you can click to create a QuickBooks Pro Timer Import File that you can then edit before creating the final QuickBooks Pro Timer Import File.

XIII C. The QB TIF EDIT SHEET

If the actual time spent on a task is not the same as the scheduled time, you may want to edit the "QB Pro Timer Import File" before you save it for use in Quick Books Pro. After the week is over and the tasks have been performed, open the spreadsheet for the past week and go to the "QB Pro Setup" Sheet and click on the macro button to edit the QB Pro Timer Import File. The macro copies information from the hidden "QB Pro TIF Draft" worksheet to the "QB Pro Edit" worksheet.

At the top of the "QB Pro TIF Edit worksheet are column headers and arrow buttons. First we will discuss the column headers and then the arrow buttons.

TIMEACT: This is tells QB Pro that the information on this line is for use in the timer account. Do not edit this column.

DATE: This is the date that the task was performed.

JOB: This column contains the QuickBooks Pro client names.

EMP: This column has the QuickBooks Pro employee names.

ITEM: If you modified the "Task/Client Name" on the "Input" sheet by placing a dash (-) and additional information after the "Task Name", the information following the dash will appear here.

PITEM: This is the "Payroll Item" assigned to the employee on the "QuickBooks Pro Employee List" on the "QB Pro Setup" Sheet.

DURATION: This is the amount of billable time (in hours and fractions of hours) the employee spent on the task. The value in this field is based on the task scheduled start and stop times. This is the field that is most often edited. If the task was not performed for any reason, you can either erase the whole line (do not delete the line itself, however) or simply change the duration to zero.

PROJ: This is the "Project Name" assigned to this client on the "QuickBooks Pro Task/Client List" on the "QB Pro Setup" Sheet.

NOTE: This is the "Note" assigned to this client on the "QuickBooks Pro Task/Client List" on the "QB Pro Setup" Sheet. If you did not assign a "Note" to this client, the column contains the scheduled task start and stop times.

BILLING STATUS: This is the "Billing Status" assigned to the client on the "QuickBooks Pro Task/Client List" on the "QB Pro Setup" Sheet.

The Arrow Buttons are data filters that you can use to easily locate any of the records on the sheet. When you click on an Arrow Button, a list of data entries will be displayed. Click on the data that you would like to see. For example, if you want to see all of the records for a certain client, click on JOB Arrow Button to display all of the JOBS (clients), and then select the client name from the drop-down list. Now, only records for that client will be displayed. If you want to further restrict the display to a specific date, select the Arrow Button in the DATE column and select the date of interest. Now only the record(s) for the selected client and date will be displayed.

Once you have found the record of interest, you can edit it.

After editing the record, you can choose to display all records by clicking the Arrow Button and selecting all (at the top of the list). The down arrow on the Arrow Button is blue-colored if you are filtering data in that column, and black if you are not filtering the data (if all is selected).

The macro button "Click Here to Save the QB Pro Timer Import File for This Week" located at the top of the worksheet can be selected whenever you are finished with your edits. The macro saves the workbook under its current name and then copies the QB TIF Edit sheet to the QB TIF sheet and saves that sheet as a file called "QB Pro Timer Import File.iif" in the same directory (folder) where the spreadsheet exists.

If there is a file in that directory (left over from last week) named "QB Pro Timer Import File.iif", you will be asked if you want to overwrite the file. Select "Yes" to overwrite the old file. If you select "No", the macro will stop and you will see a macro runtime error message. Select 'End" and the macro will stop. Next you need to rename the "QB Pro Timer Import File.iif" so you do not need to overwrite it. Then unhide the QB PRO TIF Edit worksheet (F**o**rmat, S**h**eet, **U**nhide, select "QB Pro TIF Edit") so you can click the macro button again.

After the macro is finished you should find the "QB Pro Timer Import File.iif" file on your computer and give it a new name. It is a good idea to include the week date in the file name so you can find it when it is time to import it into QuickBooks Pro.

XIII D. Importing the QB Pro Timer Import File into QuickBooks Pro

Proceed as follows to import the QB Pro Timer Import File into QuickBooks Pro:

1. In QuickBooks Pro, select **F**ile from the menu then select Ti**m**er.

2. Choose "Import Activities from Timer" and click OK.

3. Select the "QB Pro Timer Import File.iif" (or the re-named file that includes a week identifier) and click "Open".

4. You may get a message "This import file was created by a different version of the QuickBooks Pro Timer". If you do, simply click "Ok".

Your employee timesheet data is now available for use in QuickBooks Pro.

CAUTION: Import each week's file into QuickBooks Pro only once. If you import it more than once, each entry for the week will be duplicated, leading to double-billing of clients and double-paying of employees.

XV. CAUTIONS

All Data is Input in light green cells or with drop-down menus. Other cells are protected and should not be disturbed.

Do not add or delete rows or columns on any of the worksheets, for it may corrupt the spreadsheet logic. Rows and columns may be hidden if you do not need them or do not want to see them.

If cells with input data are hidden, any data contained in those cells will still be used by the spreadsheet.

If you want to change the formatting of any cell (color, column width, etc.) you will need to unprotect the sheet. When you are finished, you should protect the sheet (**T**ools, **P**rotection, **P**rotect Sheet). Be careful that you do not overwrite or delete any formulas in the unprotected cells.

XVI. TECHNICAL SUPPORT

Technical Support is available by phone during normal business hours and by fax or e-mail 24 hours per day.

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