How To Use RDS Scheduler To Track Vacations
Print Combined Vacation Report

1. Set Up Locations

In the Scheduler "Location Maintenance" window create "Vacation." Place the staff person's name in the "Room" field. You may type the full name of the person in the "Description" field. Create one for each staff person for whom you want to include in a composite vacation schedule.

In the window above set up the building as "Vacation" and the room as the staff person's name. Enter one for each staff person for whom vacations will be scheduled.

2. Set up the Event

Enter the vacation time for each person in the Individual and Events Scheduler, SH101.
It is recommended that the "Event Group" be at the end of the alphabet, such as "ZZ" in the example below, so it will not conflict with other types of events.

Individual and Events Scheduler - SH101

Add
Event Group: ZZ [...] Number: 1

Overall Beginning and Ending Dates/Times
Date: 10/25/2006 [...] 11/02/2006 [...]
Time: 8:00 AM   5:00 PM   Continuous (Overnight) Event
Desc: Barbara - Vacation [...]
Untracked Location: [ ]
Purpose: [ ]
Meet With: [ ]
Comment: [ ]

Specific Building/Rooms and Dates
☐ Check for Conflicts
Meeting Dates Frequency: Continuous (Overnight) ▼
Building/Room: VACATION [...] APPLE, B. [...]
Barbara Apple
Use Time: 8:00 AM - 5:00 PM
Set/Clean Up Time: 8:00 AM - 5:00 PM

Day of the Week:

Detail for this Event/Building Room
Person Responsible: [ ]
Custodial Crew: [ ]
Food/Equip: [ ]
Note: [ ]
User: [ ]
Estimated Attendance: 0
Fee: 0.00
Date Billed: [ ]
Amount Paid: 0.00
Date Paid: [ ]

OK

In this window set up the event group for vacations. Each staff person's vacation days are set up as a separate event. You can export vacations into an RDS Advantage Web Calendar on your website established for Vacations. Password protect this web calendar if you do not want anyone except staff to have access.

3. Reporting

To print lists of vacations use "Event Scheduler Report," SH301.
The "Date/Event" option for print order is recommended.

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Event Schedule Report - SH301

Output Order: ○ Event/Date    Report Type: ⊙ Event           Date Range: ○ Today
              ⊙ Date/Event                 ○ Event/Location               ○ This Week
                                           ○ Event/Individual #           ○ Next Week
                                           ○ Event/Individual Name        ○ This Month
                                                                          ○ Next Month
                                                                          ⊙ Specify

              Date        Group       Number     Description
Beginning: [10/01/2006]  [ZZ   ][...] [    0]
   Ending: [12/31/2006]  [ZZ   ][...] [99999]

Include Information: ☐ Event (purpose, comments, etc.)      ☐ Page Break On Output Order
                       Custodial
                       Billing
                     ☐ Line between Date

    [ Print ]    [ File ]    [ Export ]
```

Above is the selection window for setting up a composite staff vacation report.

4. Sample Vacation Schedule Report—SH301

Date	Day Time	Group Num	Event Description	Chk Conflict Building Room	Location Description
10/02/06	Mon 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation	N VACATION-JOHNSON, B	BOB JOHNSON
10/03/06	Tue 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation	N VACATION-JOHNSON, B	BOB JOHNSON
10/04/06	Wed 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation	N VACATION-JOHNSON, B	BOB JOHNSON
10/05/06	Thu 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation	N VACATION-JOHNSON, B	BOB JOHNSON
10/06/06	Fri 8:00AM-5:00PM	ZZ	1 Pastor Bob Vacation	N VACATION-JOHNSON, B	BOB JOHNSON
10/09/06	Mon 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION	N VACATION-DAVIS, B.	BARBARA DAVIS
10/10/06	Tue 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION	N VACATION-DAVIS, B.	BARBARA DAVIS
10/11/06	Wed 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION	N VACATION-DAVIS, B.	BARBARA DAVIS
10/12/06	Thu 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION	N VACATION-DAVIS, B.	BARBARA DAVIS
10/13/06	Fri 8:00AM-5:00PM	ZZ	2 BARBARA DAVIS-VACATION	N VACATION-DAVIS, B.	BARBARA DAVIS
11/27/06	Mon 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION	N VACATION-JOHNSON, B	BOB JOHNSON
11/28/06	Tue 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION	N VACATION-JOHNSON, B	BOB JOHNSON
11/29/06	Wed 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION	N VACATION-JOHNSON, B	BOB JOHNSON
11/30/06	Thu 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION	N VACATION-JOHNSON, B	BOB JOHNSON
12/01/06	Fri 8:00AM-5:00PM	ZZ	3 PASTOR BOB VACATION	N VACATION-JOHNSON, B	BOB JOHNSON
12/26/06	Tue 8:00AM-5:00PM	ZZ	4 CAROL WILLIAMS-VACATION	N VACATION-WILLIAMS,	CAROL WILLIAMS
	Tue 8:00AM-5:00PM	ZZ	5 PASTOR BOB-VACATION	N VACATION-JOHNSON, B	BOB JOHNSON
12/27/06	Wed 8:00AM-5:00PM	ZZ	4 CAROL WILLIAMS-VACATION	N VACATION-WILLIAMS,	CAROL WILLIAMS
	Wed 8:00AM-5:00PM	ZZ	5 PASTOR BOB-VACATION	N VACATION-JOHNSON, B	BOB JOHNSON
12/28/06	Thu 8:00AM-5:00PM	ZZ	4 CAROL WILLIAMS-VACATION	N VACATION-WILLIAMS,	CAROL WILLIAMS
	Thu 8:00AM-5:00PM	ZZ	5 PASTOR BOB-VACATION	N VACATION-JOHNSON, B	BOB JOHNSON
12/29/06	Fri 8:00AM-5:00PM	ZZ	4 CAROL WILLIAMS-VACATION	N VACATION-WILLIAMS,	CAROL WILLIAMS
	Fri 8:00AM-5:00PM	ZZ	5 PASTOR BOB-VACATION	N VACATION-JOHNSON, B	BOB JOHNSON

Rpt Period: 9/1/2006 through 12/31/2006
Report Type: Event   Events: ZZ0 through ZZ99999

5. Export Vacations to RDS Advantage Web Calendar or Third Party Calendar

Use the Scheduler to export vacations to your RDS Advantage Web Calendar. You can establish an additional web calendar on your website just to display and print vacations. If you like, the vacation calendar can be password protected so only authorized persons can see it. Use "Export Calendar to Your Website," SH306.

You can export vacations to third party calendar programs, such as Calendar Creator (www.broderbund.com). Use "Export CSV Calendar to Third Party Calendar," SH304C.

6. Use the RDS Advantage Schedule Request Form

RDS Advantage provides a schedule request form you can place on your website. Individuals can enter their request for a vacation time and the form will automatically send it by e-mail to the person who approves vacation times.

This request form is also used for persons to request scheduling of facilities, events and equipment.

To use this form request that RDS staff customize the form with the e-mail address to whom you want requests sent.

The form includes the name, phone, and e-mail address of the one making the request, so a response can be made.