CLASSOFT Scheduling Manager

User's guide

*''Everything begins and ends with organization.''*

(Aristotel)

Introduction

We see everyday around us people who work from morning thill night, complaining all the time that they don't have enough time for accomplishing with succes their working tasks. Nothing more fake. Not the working schedule is the one that gives us a low efficiency, but the bad organization. Our efficientcy decreases considerably when we occupy with more things at the same time, without being scheduled properly.

Classoft Sheduling Manager was developed for easing the organization work and monitoring the working teams in activities like: service, sales, surgeries, tourism, hotels, pensions and any other type of working unit that can use the application for organizing the work.

The application is available in three versions: Express, Lite and Professional. Lite and Professional versions are adressed to business environment, and Express version is for noncomercial use and is free.
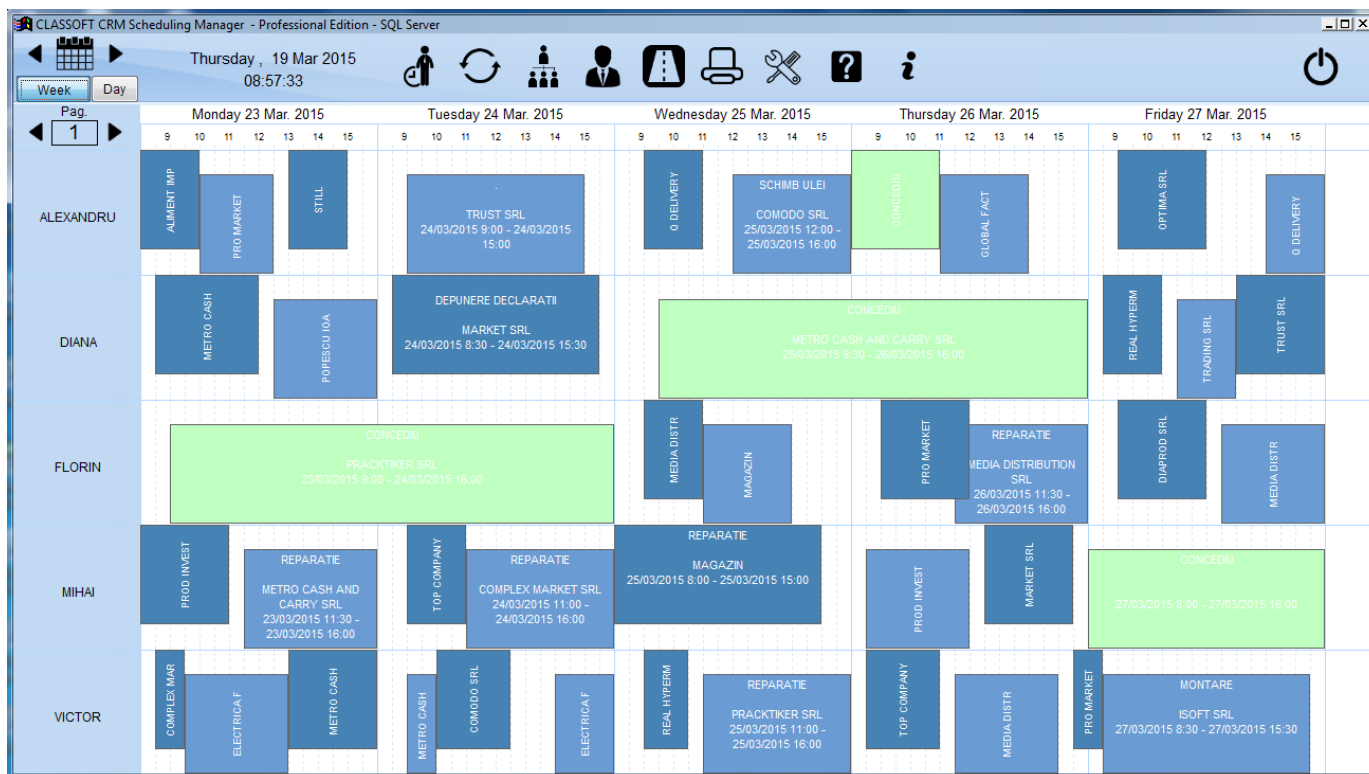
Classoft Sheduling Manager Professional is designed on a client-server technology having a Microsoft SQL Server backend. This tehnology ensures a big safety in development and allows the online interconectation of the working members for whom are loaded the working tasks. The team manager can interactively see, in one interface, all tasks of the team he leads. Tis way he can notice and corect the possible superposition of tasks or lack of activities of each employe.

Steps of use

-allows the configuration of the working unit ; this is the first step of implementation of the application; the recomanded resolution for using the application is 1920x1200

-allows the selection of the used language

-allows the setting of working days number and time of work

-allows the setting of working mode

Parameters for GoogleMap API

| Company address | Via Laietana Barcelona |
| Average fuel consumption per 100 km | 7.50 L |

-allows setting parameters for using the google map: the company address and the average fuel consumption per 100 km; the company address is needed for establishing the start address of the route and the average fuel consumption is needed for estimating the fuel consumption for the indicated route

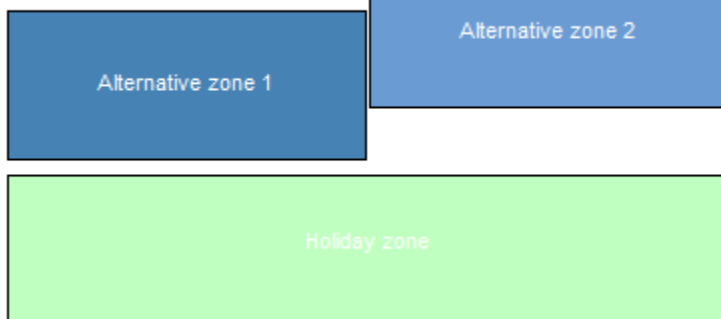Graphical interface

Font name — Arial
Font size — 8
Colour — C

-allows the configuration of the graphic interface, having the posibility to set the font, size and colour of it

Employees/rooms per page   20

-allows setting the number of workers/rooms wich will be displayed on a page

☑ Zoom efect

Alternative zone 1

Alternative zone 2

Holiday zone

Click ZONE - change colour

-allows setting the used colours; by activating the 'Zoom efect', when placing the mouse on a working task, the zone enlarges and this way the works can be seen better

-allows adding a new employee, or a new room in 'Hotel' working mode; in case of not ussing certain employees, they can be changed in 'Unused' mode; the Express version allowsadding maximum two employees/two rooms

CLASSOFT CRM Scheduling Manager

Employees

Add   Delete   Exit

Save   Cancel

Active/Inactive   Refresh

	Disabled
ALEXANDRU	F
DIANA	F
FLORIN	F
MIHAI	F
VICTOR	F

-allows updating the client catalogue, having the possibility to modify, delete the existing information of a client, or to add a new client

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Add   Modify   Delete   Search   Exit

Clients

ID: SD2   Name   ZAPATOS EMPRESA

VAT Code   243124987   Trade Reg.
Address   CARRER DE SALVA 12 BARCELONA
County
Country   SPAIN

Bank account
Bank
Telefon   Fax
Email   zapatosempresa@gmail.es

Delegate
ID.delegat   Auto
Observations 1
Observations 2

☐ Inactive client   Save

-allows the adding of a new work

CLASSOFT CRM Scheduling Manager

ID job   4   ☐ Concediu

Lucrari

Angajat   ALEXANDRU

Client (ID,Denumire)   SM16   PROD INVEST SRL

Lucrare   REPARATION

Observatii   VOLKSWAGEN GOLF 4
                ULEI CASTROL TXT 5W-40

START   Data   23/03/2015   + - ...   STOP   Data   23/03/2015   + - ...
        Ora   8 : 0   Ora   11 : 0

Salvez   Sterg   Renunt

-select the enployee for wich is assigned the work and the client for whom it is maked; in case of 'Hotel' working mode, instead of employess, will be selected the rooms wich will be reserved; in the work field are written details of the performed work and filling the observations field is optional, here having the possibility to mark details about the work; select the start date and hour of the work and also the finish date and hour of it
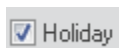
☑ Holiday -allows setting an employee as beig in holiday; select the start date of the wholiday and also the finish date and hour of it

-allows seeing the routes that an employee has to do on a day, having two possibilities: the route from the company to the client, or the route from one client to another; clients' addresses are taken from the clients catalogue; in case it is not completed in the catalogue, it can be completed directly in this interface

-shows the selected route giving information of the estimated consumption and the distance
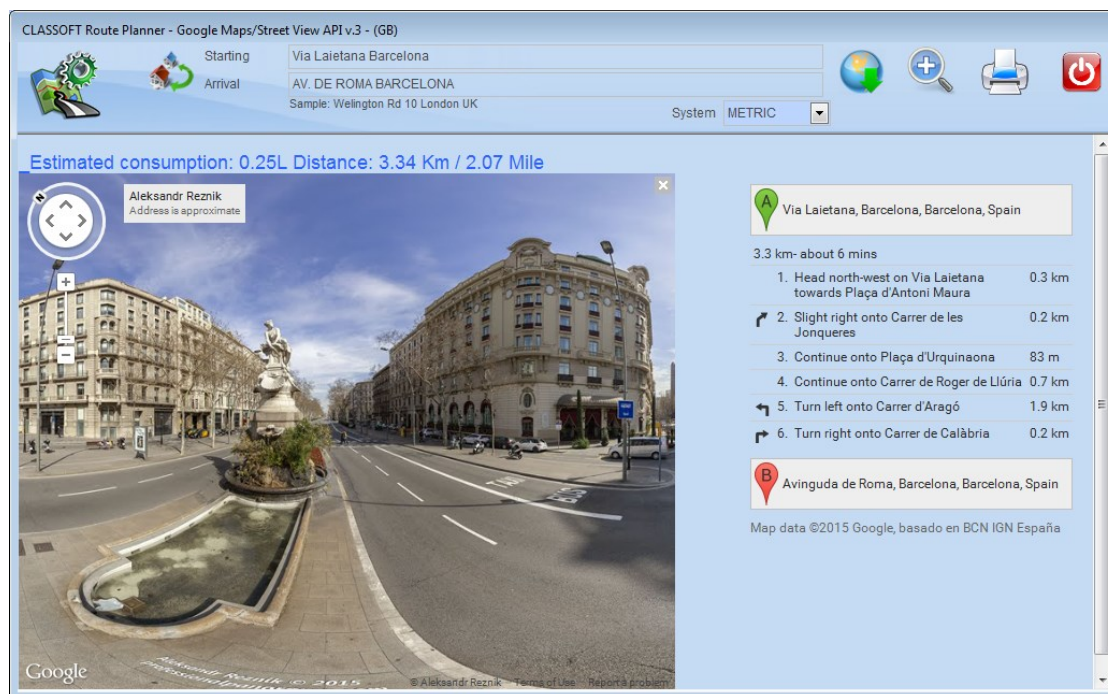
-shows the position on the selected route, using google street view mode

-shows the addresses of the selected items and it can be modified manually

-allows the selection of the metric or imperial system

-allows changeing the starting and the arrival addresses

-allows printing the setted route

-allows generating of a centralized report at the level of an employee/room, having the possibility to filter a specific perioud or a specific client

CLASSOFT CRM Scheduling Manager - Report
**(active filter)**
02/12/2014 - 05/12/2014

ALEXANDRU

02/12/2014 --

| 02/12/2014   8:30 | 02/12/2014   11:30 | CLASSOFT SRL |

SCHIMB ULEI+FILTRE
MATERIAL CLIENT

DIANA

02/12/2014 --

| 02/12/2014   9:30 | 02/12/2014   11:30 | TELE IMPEX SRL |

COMANDA AMORTIZOARE FATA
DOAR COMPONENTE ORIGINALE

FLORIN

03/12/2014 --

| 03/12/2014   8:00 | 10/12/2014   9:00 | CONCEDIU |

CONCEDIU

MIHAI

02/12/2014 --

| 02/12/2014   12:00 | 03/12/2014   10:00 | TELE IMPEX SRL |

CONSTATARE AMBREAJ, AMORTIZOARE FATA

-allows the execution of a refresh in case of using the Classoft Sheduling Manager Professional on more than one working station, on the same database; thus, if on one of the working stations is added a new work or are made updates, in order to be seen on the actual working station has to be accesed this option of refresh; option available for the online working

-aloows navigating from a working week to another
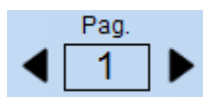
Pag. 1
-allows navigating from a page of workers to another

-gives acces to the user's guide or to online cideo-tutorials

-gives informations of the actual version of the application

-allows leaving the application