

Thank you for downloading this Multiple Staff Diary System brochure. Please read the details below, these are taken from the actual product instructions.

The system is fairly straight forward, there are some tabs at the bottom of the screen, these will navigate you to the selected sheet. **'Task Details - Capture'** is where you capture the tasks and details, like the person performing the task, the start date and time and end date and time. There is also a 'Done' column, which allows you to select 'Yes' when the task is complete. This serves no other purpose than to be able to sort by that column (by using the arrows in the header). You can then select all of the data marked as done, right click, and clear contents. The remaining data can then be sorted again by whatever column you desire. The 'Task Details - Capture' sheet also has a detail called 'Overlaps', this shows if there is any appointment for an individual that overlaps with another. This will cause issues on the diary pages, so it flags up here so that you can change them to avoid the overlap. You can leave the end date blank if it is the same as the start, just fill in the details of the tasks as per the picture below.

| Task Details Capture Sheet | | | | Number of Overlaps | | 0 | | |
|---|--|-----------|-------------|-----------------------|----------|----------|------|---------|
| <i>If there are overlaps, only one entry will show on the diary</i> | | | | | | | | |
| <i>If end date is blank, default same as start date</i> | | | | | | | | |
| Ref. | Details | Personnel | Start Date | Start Time | End Date | End Time | Done | Overlap |
| | | | | If differs from start | | | | |
| 1 | Meeting with Mr Foster about a potential new job | Richard | 07 Nov 2014 | 10:00 | | 12:00 | | |
| 2 | Staff meeting with the admin staff | Chris | 07 Nov 2014 | 09:00 | | 11:00 | | |
| 3 | Away at the business expo | Vanessa | 07 Nov 2014 | 09:00 | | 17:00 | | |
| 4 | Networking meeting | Kim | 07 Nov 2014 | 08:00 | | 10:30 | | |
| 5 | Staff training | Colin | 07 Nov 2014 | 09:00 | | 12:00 | | |
| 6 | On site completing a contract completion | Mark | 07 Nov 2014 | 10:00 | | 13:00 | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |
| 11 | | | | | | | | |
| 12 | | | | | | | | |

Once you have tasks, you can access the **'Combined Calendar'**. The Combined Calendar shows the task numbers (each task has a number) of each person on a specified date. If the specified date is left blank, today's date will show as default. This means that you can view all of the staff (up to 10) on one screen at once, seeing their schedules for that day, showing task numbers only. There is a place where you are able to input the task number to see more details. If you would like to see a specific staff member in more detail, you can do that using the tabs labelled 1 - 10. See the picture below.

| Combined Daily Diary for All Staff | | | | | | | | Today's Date (default if blank) 06 November 2014 | | |
|---|---------|-------|------|------|---------|-----|----------|---|--|--------|
| Select Task Number | 1 | | | | | | | Task: | Meeting with Mr Foster about a potential new job | |
| Please enter date you wish to view, if left blank, default shows today: | | | | | | | | Start: | 07/11/2014 10:00 | |
| | | | | | | | | Finish: | 07/11/2014 12:00 | |
| | | | | | | | | 07 November 2014 | | |
| Time | Richard | Chris | Mark | Sean | Vanessa | Kim | Samantha | Colin | Andrew | Silvia |
| 08:00 - 08:30 | | | | | | | | | | |
| 08:30 - 09:00 | | | | | | | | | | |
| 09:00 - 09:30 | | 2 | | | | | | | | |
| 09:30 - 10:00 | | 2 | | | | | | | | |
| 10:00 - 10:30 | 1 | 2 | 6 | | | 4 | | | | |
| 10:30 - 11:00 | 1 | 2 | 6 | | 3 | 4 | | 5 | | |
| 11:00 - 11:30 | 1 | 2 | 6 | | 3 | | | 5 | | |
| 11:30 - 12:00 | 1 | | 6 | | 3 | | | 5 | | |
| 12:00 - 12:30 | | | 6 | | 3 | | | | | |
| 12:30 - 13:00 | | | 6 | | 3 | | | | | |
| 13:00 - 13:30 | | | | | 3 | | | | | |
| 13:30 - 14:00 | | | | | 3 | | | | | |
| 14:00 - 14:30 | | | | | 3 | | | | | |
| 14:30 - 15:00 | | | | | 3 | | | | | |

Individual calendars marked 1 - 10. These are the individual's calendars as per the list that you are going to create. Each staff member has a number, and the numbered tabs below will take you to the respective individual's calendar (there is a separate calendar for each of the 10 individuals). You can change the name of the tabs to the individual's names if you wish, they will not change automatically. You just right click on the tab and select rename. You can also move the tabs around by dragging them to a new location. Each sheet will show you that particular staff member's task list in more detail than the 'Combined Calendar'. You can't make any changes on any of the calendar sheets, all changes need to be made on the 'Task Details - Capture' sheet. Any changes will show immediately on the diary sheets. See the picture below.

| Daily Diary of Richard | | | | Today's Date (default if blank) 06 November 2014 | |
|---|------|--|------------------|---|--|
| Please enter date you wish to view, if left blank, default shows today: | | | | 07 November 2014 | |
| Time | Ref. | Details | Start | Finish | |
| 07:00 - 07:30 | | | | | |
| 07:30 - 08:00 | | | | | |
| 08:00 - 08:30 | | | | | |
| 08:30 - 09:00 | | | | | |
| 09:00 - 09:30 | | | | | |
| 09:30 - 10:00 | | | | | |
| 10:00 - 10:30 | 1 | Meeting with Mr Foster about a potential new job | 07/11/2014 10:00 | 07/11/2014 12:00 | |
| 10:30 - 11:00 | 1 | | | | |
| 11:00 - 11:30 | 1 | | | | |
| 11:30 - 12:00 | 1 | | | | |
| 12:00 - 12:30 | | | | | |
| 12:30 - 13:00 | | | | | |
| 13:00 - 13:30 | | | | | |
| 13:30 - 14:00 | | | | | |
| 14:00 - 14:30 | | | | | |

I hope that the above makes sense. It is essentially a diary system where you can input all of the tasks and then allocate them to a staff member. If you have an overlap, you can assign the task to someone else, or change the times. This allows you to see which of your consultants are busy at a certain time and change appointments from one staff to another if required. There is a demonstrational video on the website if you wish to see more of this system. Please click on the logo below to visit the website or click on Order Product to place an order.



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