

RTC Connect Training Aid

Adding School Calendar and Time Switch timing to a Group

In this training aid you will learn how to program a group of time switches with a calendar and time switch timing.

You will learn how to program the normal plan. This is the plan that happens on a normal day of school. For example, on at 8:00 AM and off at 9:30 AM, again on at 2:30 PM and off at 3:30 PM.

You will learn how to program alternate plans for the school year. Most every school has a plan where the afternoon schedule is modified. We typically call a plan of this sort the 'Early Out' plan.

You will also learn how to add calendar events. Examples of these are school holidays such as Fall festival, Spring break and the like.

Objectives:

1. Program a normal plan for a group.
2. Program an early out plan for a group.
3. Add school calendar events.

Step 1

Program the normal plan.

A 'step' is an event that happens at a prescribed time. For example.

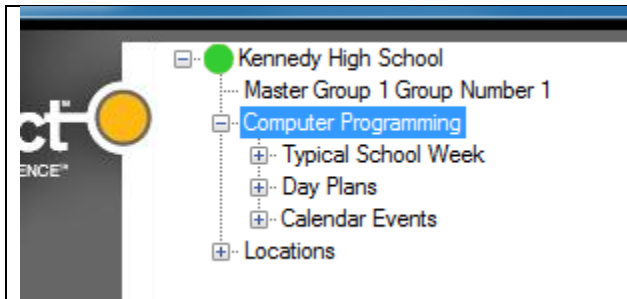
- 7:30 AM Relay ON and 8:15 AM Relay OFF would be entered as two separate steps.

A 'dayplan' is a collection of steps that all happen on a given day.

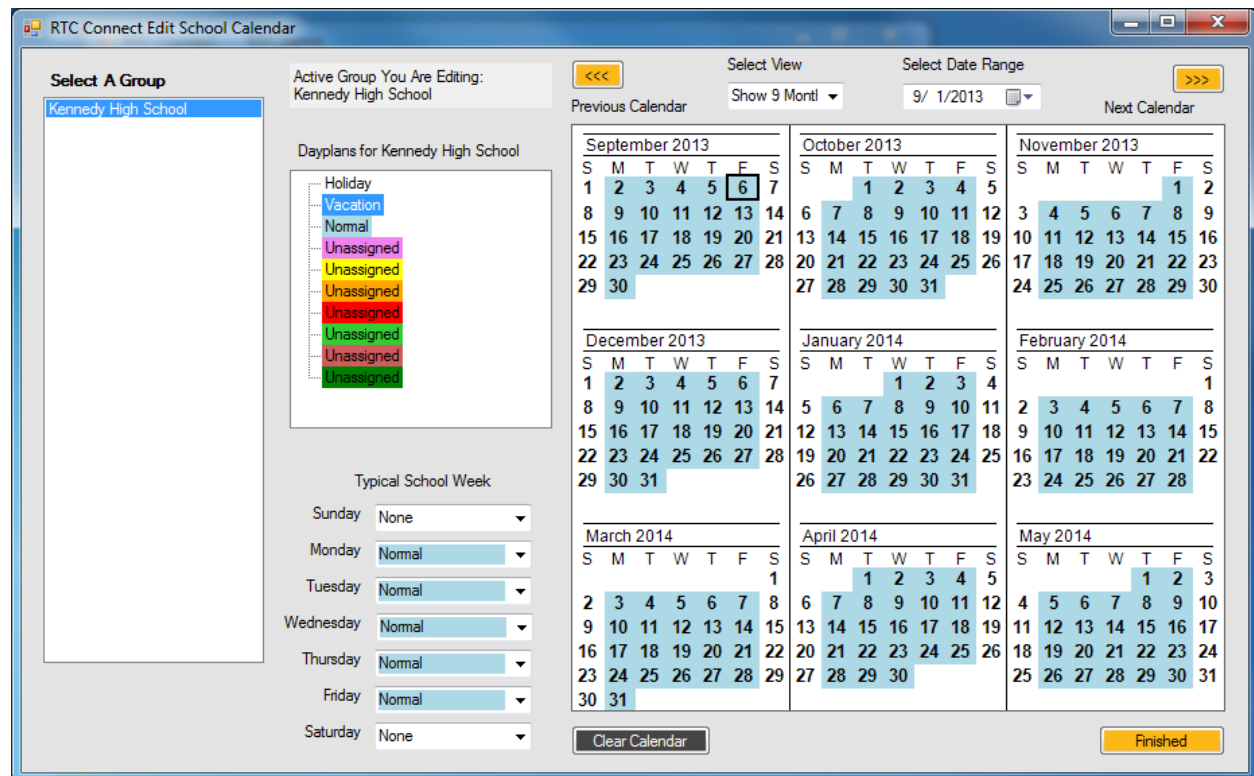
- A dayplan can be programmed with a maximum of sixteen steps for the events of a single day.
- Every group has a normal dayplan, which usually runs Monday through Friday during a typical school week.

To add a normal plan you simply double-click the computer programming item in the display of the group expanded.

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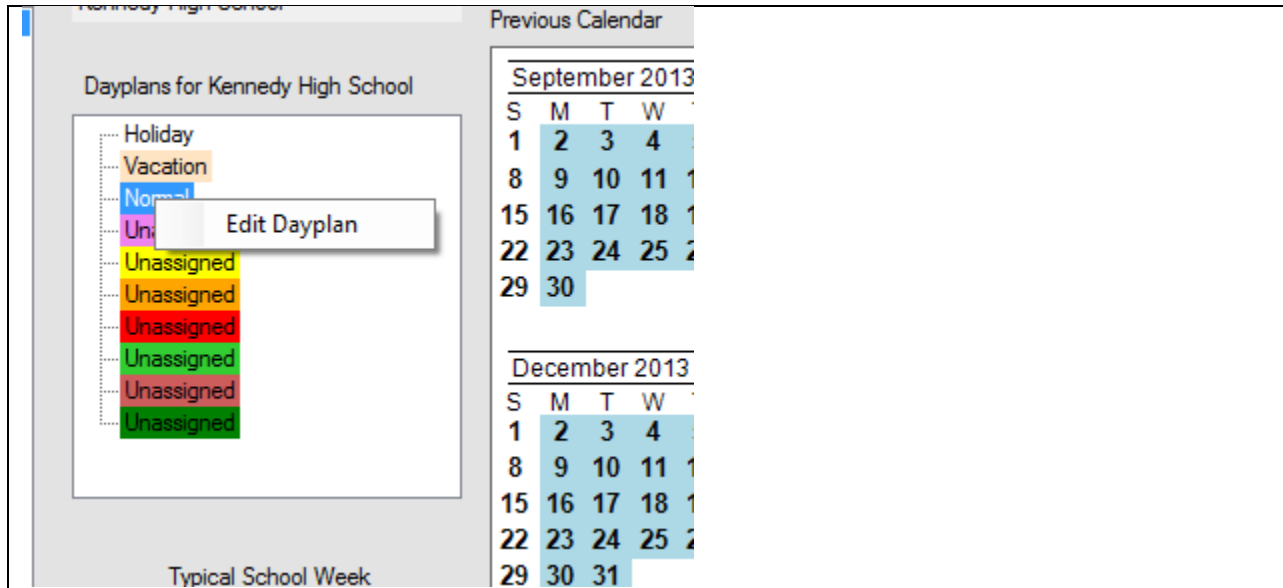


When you do this you will see the calendar edit form.

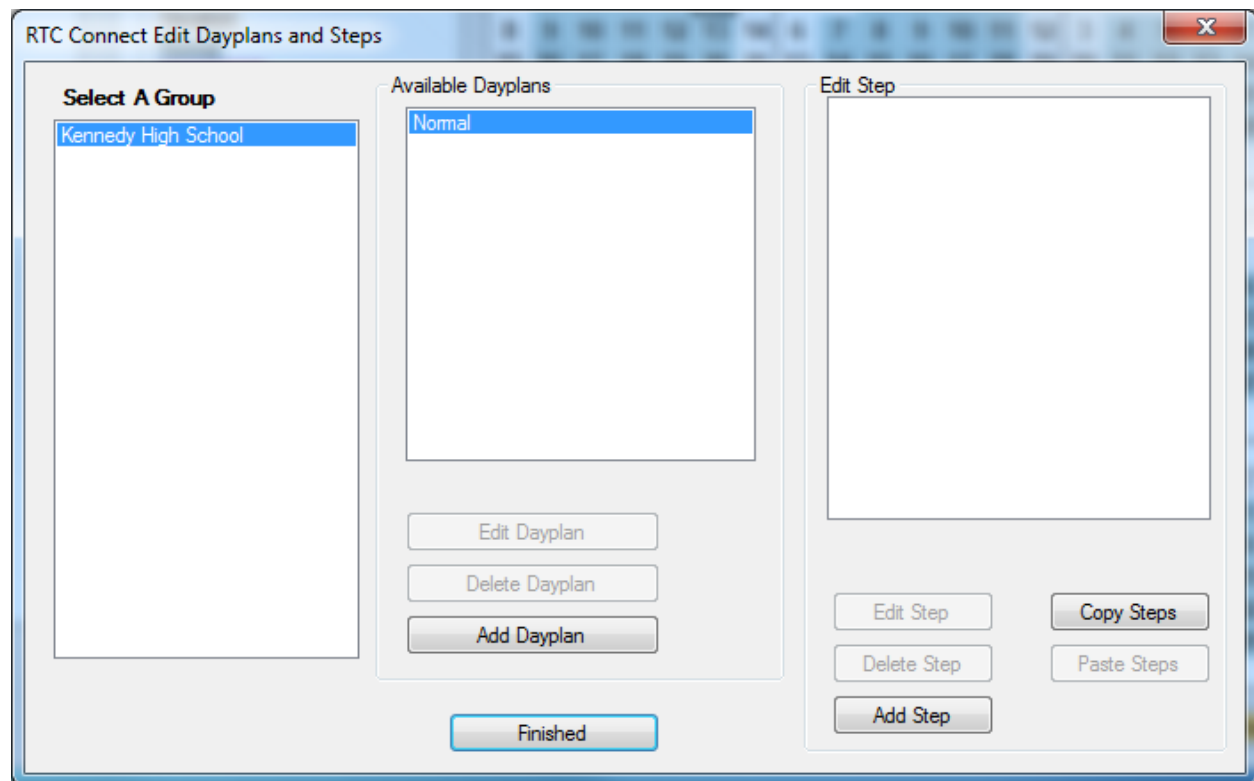


To add steps to the normal plan you simply right click the Normal item in the Dayplans list box as below.

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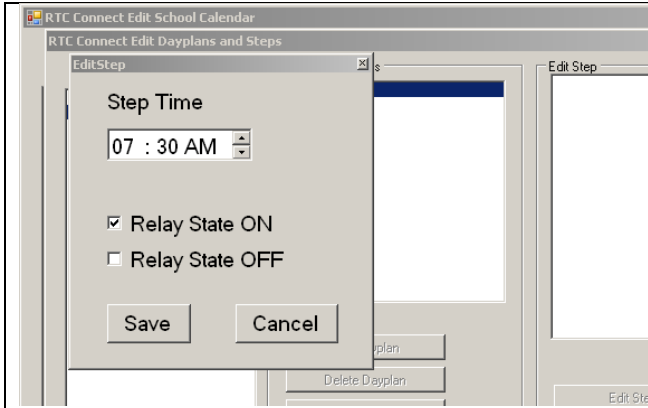


You will see this form then. It is where all dayplans and steps are edited.



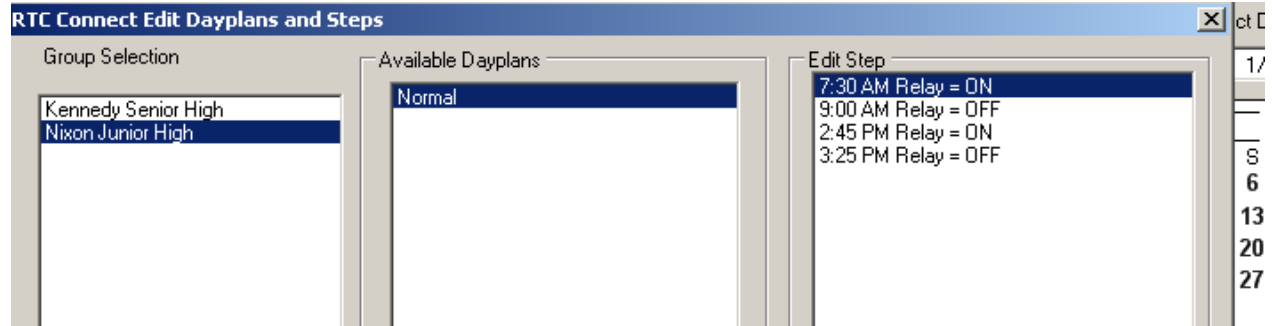
Click 'Add Step' to set and enter each step's parameters.

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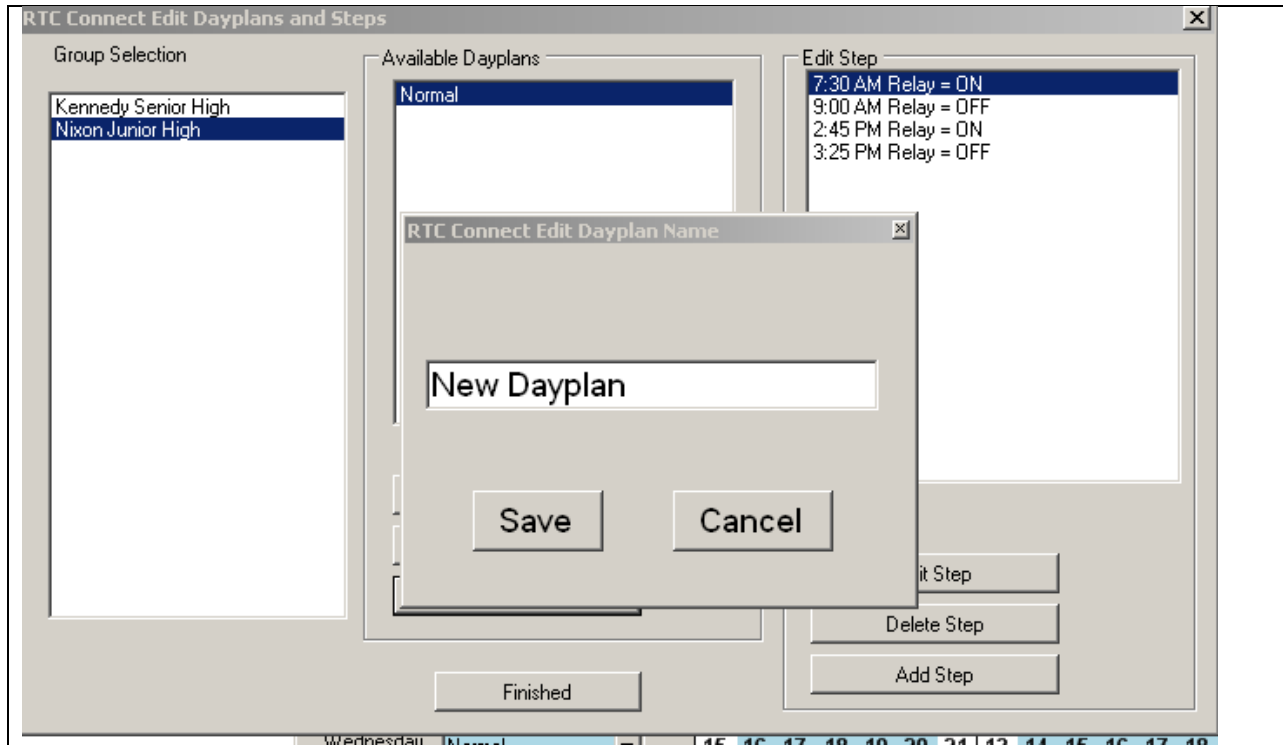
Adjust the time for the first step of the Normal dayplan. Click 'Save' when done. To add the corresponding ON/OFF time, click 'Add Step' again.

Notice below that four steps have been entered in this Normal dayplan.

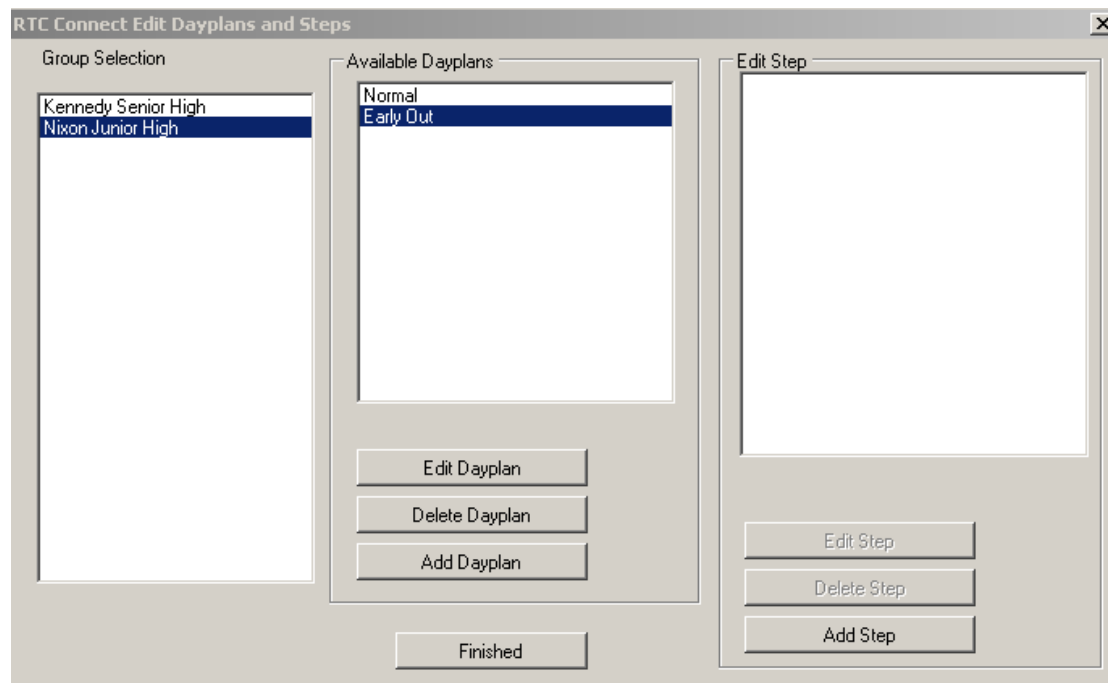


To add another dayplan, click the 'Add Dayplan' button. You will see the following:

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Name the dayplan as required. Notice below it has been added as 'Early Out.' Steps may now be added to complete the Early Out dayplan.



At this point you have added both a normal and early out dayplans to your group.

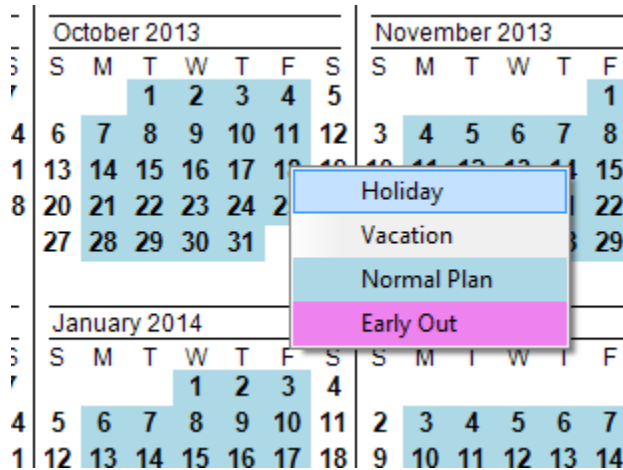
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STEP 2

The making of the school calendar is simply assigning dayplans for each day of the yearly school calendar.

Notice in the calendar the dayplan is colored light blue. At this point in time the time switches programmed this way will run the normal plan every day of the year.

Lets say the following date is a school holidays. October 18th. To program this day as a holiday you simply right click the date. You will see the following.



Letting the mouse go on the menu item holiday will program the date as a holiday. Note below the day has no color, the same color as the holiday ribbon.



Let us say you want the following 5 dates to be school holidays. Dec 23, 24, 25, 26 and 27. To do this hold the ctrl button down while you click each date. Then when all five are clicked, right click any of them and select Holiday as above. You now have the winter holiday programmed.

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December 2013							J
S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	12
22	23	24	25	26	27	28	19
29	30	31					26
March 2014							A
December 2013							Janu
S	M	T	W	T	F	S	S
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	5
15	16	17	18	19	20	21	12
22	23	24	25	26	27	28	19
29	30	31					26

Early out and other dayplans can be programmed in the same manner.

Conclusion

At this point you have entered dayplans and school calendar information for a single group.