
Scheduling Using a Web-Based Shared Calendar

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Background

- New to an Lending Services department
- Manage the scheduling of department including full-time, part-time and student workers
- Historically, monthly paper-based calendars and weekly emails were the form of communicating schedule
- No virtual group calendar

December 2017

Monthly Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 SH opens JP, SS & MV off	2
3	4 MP off	5	6 <i>Timesheets</i>	7	8 JP off @ 10am SS & MV off	9
10	11 SH opens JP & MP off	12 SH opens JP off	13 SH opens JP off	14 SH opens JP off	15 Exams Begin! SH opens JP, SS & MV off	16 CLOSED
Open @ noon — Library open 24 hours						
17 CLOSED	18 SH opens JP off	19 SH opens JP off	20 <i>Timesheets</i> SH opens JP off	21 SH opens JP off	22 Fall semester ends SH opens JP off	23 CLOSED
Library open 24 hours					— Close @ 4:30	
24 CLOSED	25	26 <small>Winter Session begins</small>	27	28	29	30
31	LIBRARY CLOSED					

Weekly email to Lending Services staff

Reply Reply All Forward IM
Wed 9/6/2017 8:34 AM

RE: weekly scheduling email
To  Hughes, Sarah

Hi Everyone –

Here's what's happening next week:

The Library is open 8:30am – 4:30pm this week!

Sat May 13: **CLOSED**

Sun May 14: **CLOSED**

Mon May 15: MP off **Friends Room booked 11:30am-1:30pm – SS is contact; Auditorium booked 9:00am-11:30am**

Tues May 16:

Weds May 17: **TIMESHEETS**

Thurs May 18: AB off; WA works 5-8; **Friends Room booked 11:30am-1:30pm – SS is contact**

Friday May 19: MV off

Friends Room Info:

Monday, May 15th: 11:30 am – 1:30 pm, IRT Lunch, contact Tony Krucinski, x-2659

Thursday, May 18th: 11:30 am – 1:30 pm, IRT Lunch, contact Tony Krucinski, x-2659

Remember to check the Library Events link each day since new **Friends Room** and **Auditorium** bookings may be added.

Have a great weekend!



Calendar requirements

Assessing what the group needs

- **Private**
Administrator being able to make changes
- **User-friendly**
Easy for all staff to use
- **Multiple calendars**
Tracking multiple type of events and scheduling in the department
- **Free**
\$

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Poll

How do you communicate scheduling within your department?

- Paper calendar?
- Virtual calendar?
- Weekly emails?

Possible solutions



Google Calendar



Outlook Calendar



Teamup Calendar



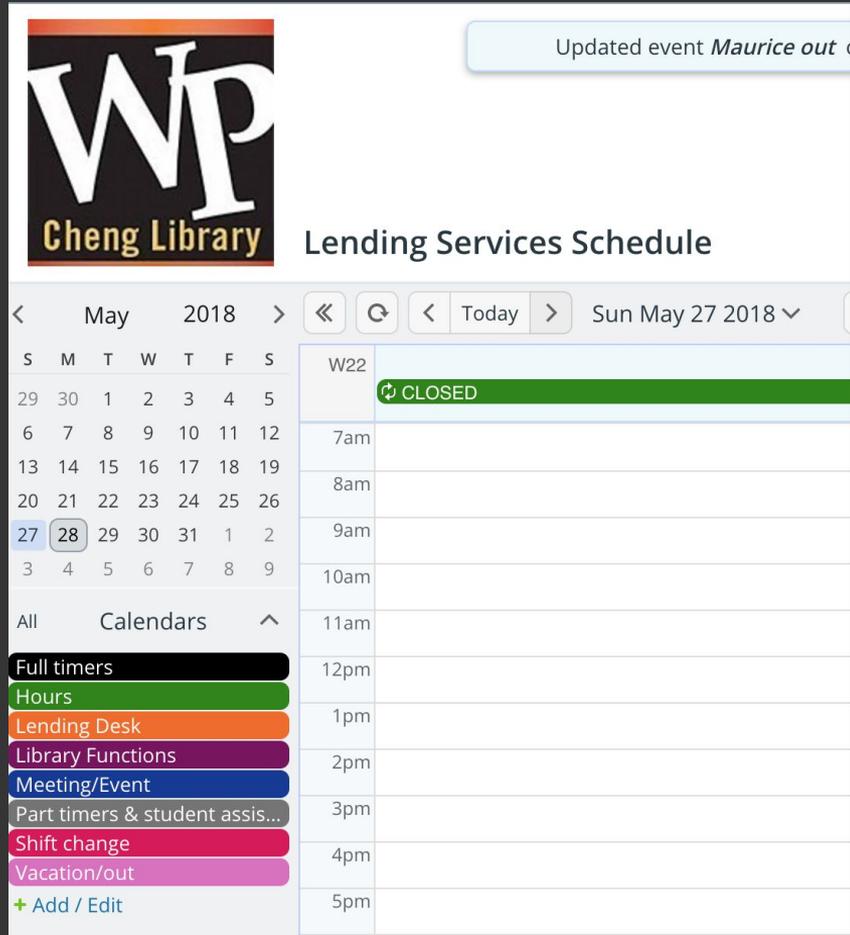
Teamup benefits

- Clean, customizable and simple interface
- Organizing your group in one calendar with sub-calendars
- Instant updates
- Intuitive, easy to use
- No account required
- Made to share

Multiple calendars

Up to 8
sub-calendars free

Color coded



Updated event *Maurice out* c

W.P. Cheng Library

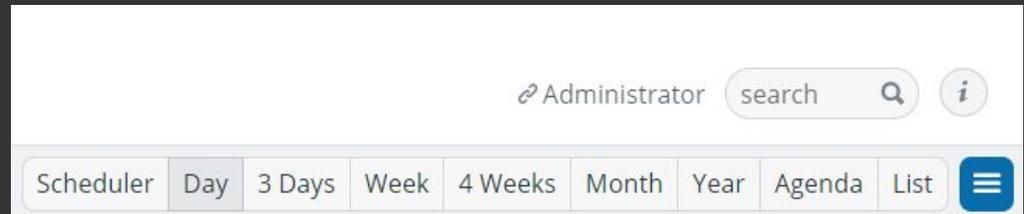
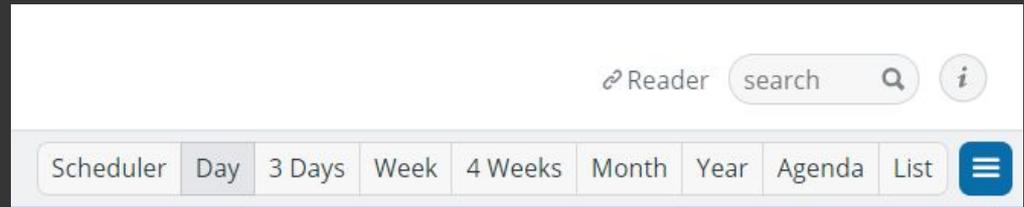
Lending Services Schedule

< May 2018 > << >> Today Sun May 27 2018

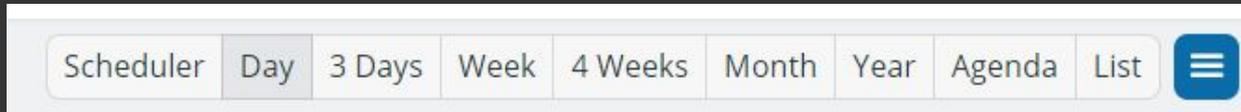
S	M	T	W	T	F	S	W22
29	30	1	2	3	4	5	CLOSED
6	7	8	9	10	11	12	7am
13	14	15	16	17	18	19	8am
20	21	22	23	24	25	26	9am
27	28	29	30	31	1	2	10am
3	4	5	6	7	8	9	11am
All Calendars ^							12pm
Full timers							1pm
Hours							2pm
Lending Desk							3pm
Library Functions							4pm
Meeting/Event							5pm
Part timers & student assis...							
Shift change							
Vacation/out							
+ Add / Edit							

Access Levels

- 
- Administrator
 - Modifier
 - Read-only
 - Read-only without details
 - Advanced permissions



Various ways to display



Daily

Weekly

Agenda

List

Year

Searchable

Lending Services Schedule Administrator  

«  < Today > Nov 28, 2017 - Nov 28, 2018  Day 

Search for [Search Guide](#)

Start date End date

There are no events for the selected date range.

Embed and share

Use simple iframe code
to embed into webpage
of choice

Share stable URL as
bookmarked on browser
of choice

The screenshot shows the 'Lending Services Schedule' page for Cheng Library. At the top, there is a navigation bar with 'LibGuides', 'Home', 'Content', 'Tools', 'Statistics', and 'Help'. The user is logged in as 'hughes6@wpunj.edu'. The main content area features the library's logo and the title 'Lending Services Schedule'. A calendar for May 2018 is displayed, with the 29th selected. The schedule for May 29, 2018, is shown in a grid format. The grid has columns for hours from 7am to 8pm and rows for staff members: Jill, Sarah, Steph, Mark, and Maurice. The schedule indicates that the library is open from 7:45 am to 10:00 pm. Staff shifts are as follows: Jill (7am-4:15pm), Sarah (8am-4pm), Steph (11am-7pm), Mark (12pm-9:15pm), and Maurice (2pm-10pm). There is also a note for Yordin (6pm-10pm) with a striped background. The page footer includes 'Eastern Time (US & Ca)' and 'Powered by teamup'.

Embed and share

Configure sharing
options

The screenshot shows a WordPress page for 'Cheng Library' titled 'Lending Services Schedule'. The page features a calendar for May 2018 and a detailed view for Tuesday, May 29, 2018. The calendar shows various shifts and events, including 'W22', '7am Jill 7 - 4:15', '8am Sarah 8 - 4', '11am Steph', '6pm Yordin 6 - 10', and '2pm Maurice 2 - 10'. A sharing menu is open over the calendar, displaying options such as 'As page', 'Facebook', 'Twitter', 'LinkedIn', 'Email', 'Google', 'Outlook', 'iCal', and 'Yahoo'. A 'Print' button and a 'Share' button are also visible in the menu.

WP
Cheng Library

Lending Services Schedule

Reader search

May 2018

Today Tue May 29 2018

Day

May 29, 2018

W22

Opened 7:45 am - 10:00 pm

7am Jill 7 - 4:15

8am Sarah 8 - 4

11am Steph

6pm Yordin 6 - 10

2pm Maurice 2 - 10

- As page
- Facebook
- Twitter
- LinkedIn
- Email
- Google
- Outlook
- iCal
- Yahoo
- Other

Print

Share

—

Let's demo the calendar...



Access on mobile devices

- **For iPhone/iPad on iOS**
App Store
- **For Android devices**
Google Play Store
- **Advantage for using app**
Calendar accessible even when offline.
Helpful when internet goes down.



Subscribe to iCalendar Feeds

- Can feed calendar data from Teamup to other calendar applications (*Google Calendar, Microsoft Outlook or Apple's iCal*)
- **iCalendar feeds are read-only and provide a periodic automatic synchronization between the source calendar (Teamup) and a third calendar application.**

Security & Privacy

Access link

URL random string

Not visible in search engine

No account/login required

Encryption HTTPS

Password

Enable password protection with paid account

Backup

Preventing loss of data

Data replicating continuously on main server to 2 independent remote servers



Results

- Creating historical record
- Improves scheduling
 - ◆ Ability to ID gaps in coverage
- Orient staff to daily schedule
 - ◆ Improves customer service
 - ◆ Team satisfaction!

Questions?

Sarah Hughes

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