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# Scheduling Using a Web-Based Shared Calendar

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David & Lorraine Cheng Library

May 30, 2018

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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

# Monthly Calendar

## December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 SH opens JP, SS & MV off	2
3	4 MP off	5	6 Timesheets	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 Timesheets 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 Winter Session begins	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  
[Redacted]  
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 15<sup>th</sup>: 11:30 am – 1:30 pm, IRT Lunch, contact Tony Krucinski, x-2659

Thursday, May 18<sup>th</sup>: 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**  
\$

# 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

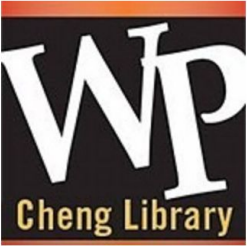
- Clean, customizable and simple interface
- Organizing your group in one calendar with sub-calendars
- Instant updates
- Intuitive, easy to use
- No account required
- Made to share



# Multiple calendars

Up to 8  
sub-calendars free

Color coded



Updated event *Maurice out* c

## Lending Services Schedule

< May 2018 >

«

🔄

< Today >

Sun May 27 2018 ▾

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

All Calendars ^

Full timers

Hours

Lending Desk

Library Functions

Meeting/Event

Part timers & student assis...

Shift change

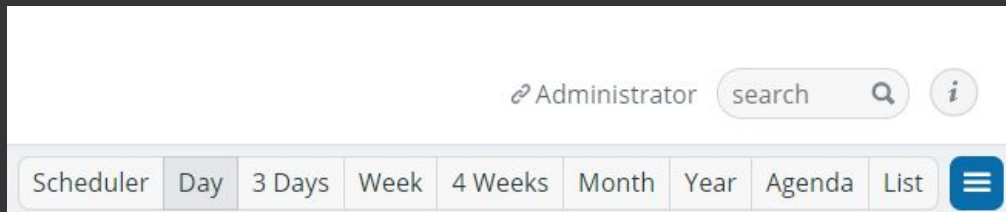
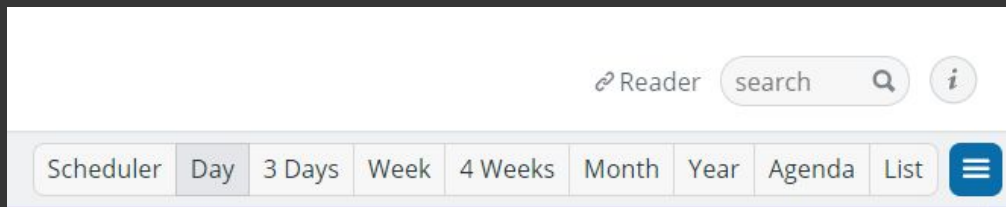
Vacation/out

+ Add / Edit

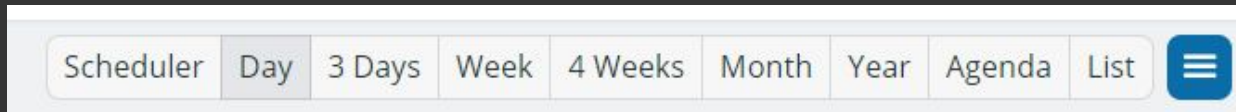
W22	🔗 CLOSED
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	

# 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

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↺

<

Today

>

Nov 28, 2017 - Nov 28, 2018

Day

☰

Search for

[Search Guide](#)

Start date

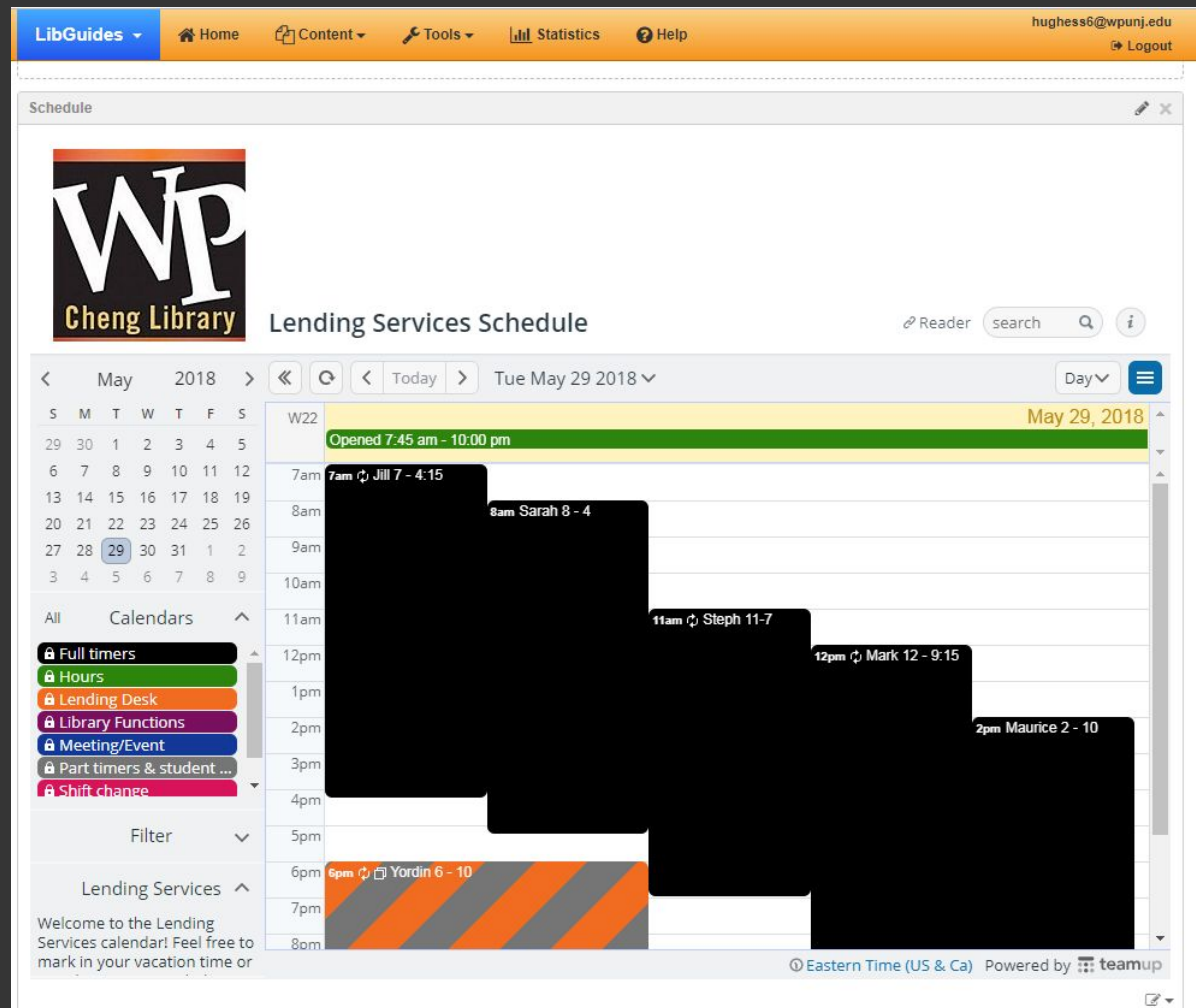
End date

*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



# Embed and share

Configure sharing  
options

The screenshot displays the 'Cheng Library Lending Services Schedule' page. At the top left is the library's logo. The main heading is 'Lending Services Schedule'. On the right, there are links for 'Reader', a search bar, and a user icon. Below the heading is a calendar for May 2018, with the 29th selected. A sidebar on the left lists various calendar categories like 'Hours', 'Lending Desk', and 'Library Functions'. The main content area shows a detailed schedule for May 29, 2018, with time slots from 7am to 9pm. A context menu is open over the 11am slot, offering options to 'Print' or 'Share'. The 'Share' option is highlighted, and a sub-menu is visible with various sharing platforms including Facebook, Twitter, LinkedIn, Email, Google, Outlook, iCal, and Yahoo.

WP  
Cheng Library

Lending Services Schedule

Reader search

May 2018

W22

Opened 7:45 am - 10:00 pm

7am 7am Jill 7 - 4:15

8am 8am Sarah 8 - 4

9am

10am

11am 11am Steph

12pm

1pm

2pm

3pm

4pm

5pm

6pm 6pm Yordin 6 - 10

7pm

8pm

9pm

2pm Maurice 2 - 10

Print

Share

As page

Facebook

Twitter

LinkedIn

Email

Google

Outlook

iCal

Yahoo

Other

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**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 independant remote servers



# Results

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

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# Questions?

Sarah Hughes

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