Work Schedule Instructions

Creating and Editing

Each work Section is required to maintain a current on-line Work Schedule. All work schedules are to created in a standardized Microsoft Excel format, shown below, and shall be stored in PDF file format at the following location: *W:\Highway\Design\OfficeInformation\WorkSchedules\PDFs* This standard format is necessary to provide a consistent appearance of all work schedules on the Office of Design web page.
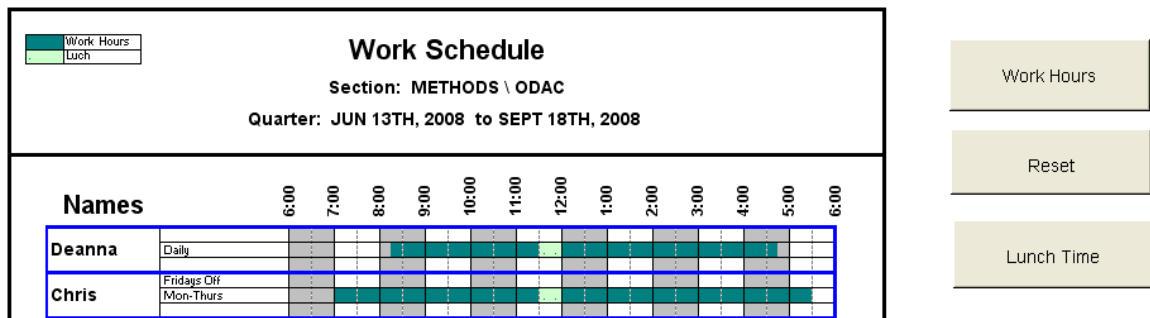
The original Excel work schedule files are located in separate Work Section folders at the following location: *W:\Highway\Design\OfficeInformation\WorkSchedules*

Locate and open the appropriate Excel file work schedule, which should resemble the partial schedule shown above. Using the left mouse button, click in a text field and enter the names of people and other descriptive text. The font size, type, justification, etc., should be set correctly for each field. The text in the **Names** field is set to "wrap", which will accommodate both first and last names, if desired.

To create the green "bar graph" areas, it may be necessary to change, or "reset" existing schedules. Click and drag across the area to be changed, as shown below, then click the **Reset** button.
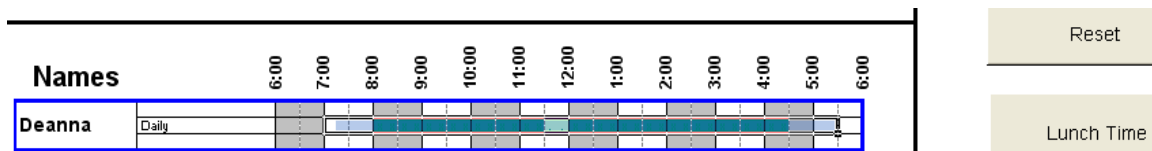
The above **Reset** action should "clear" the area, resulting in an "empty" condition, as shown below.

Creating the dark green "work-time bar-graph" and the light green "lunch-time" portion is as easy as the **Reset** sequence above. Select, (*click and drag over*), the <u>Excel</u> file cells to be marked, then *click* the appropriate **Work Hours** or **Lunch Time** button. The color should change accordingly.

If the correct PDF print queue is already attached to your computer, omit the next step and skip to the **Saving and Printing** instructions.
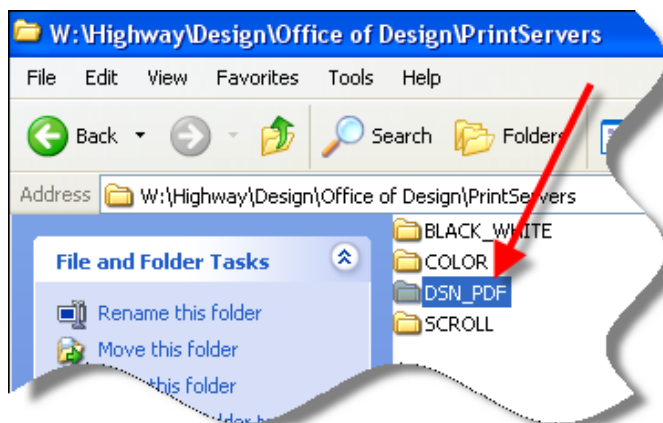
To attach a PDF Print Queue to your computer

Print queues can be easily attached through the **Office of Design** icon, (shown to the right). *Double-clicking* the icon should produce the selection list, partially shown below. From the list, select, (*double-click*), the **PrintServers** option.
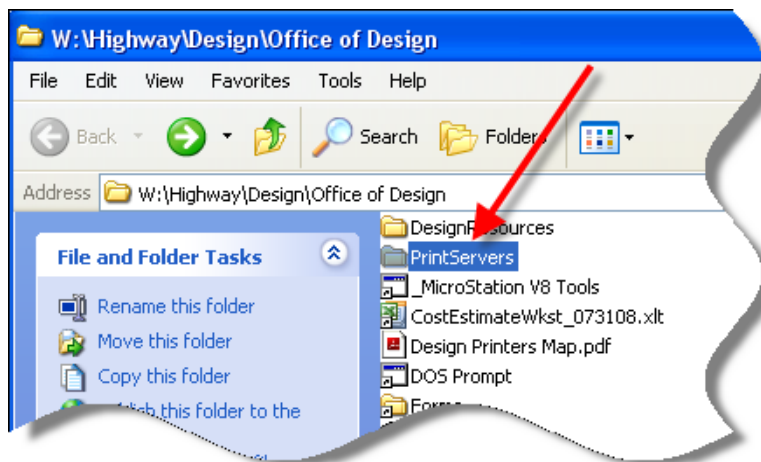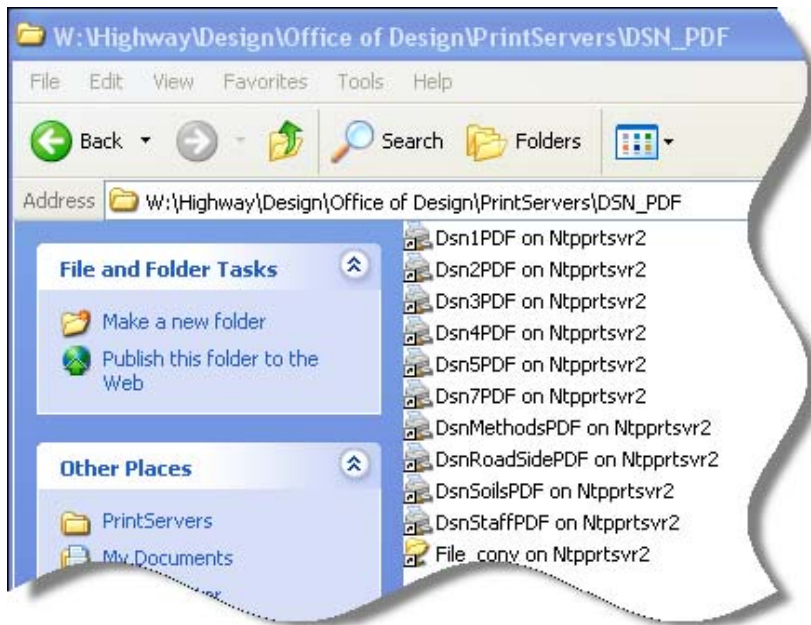

The above selection should produce the list below.

Select the **DSN_PDF** option.

The **DSN_PDF** selection, above, will produce a list of available Design PDF print queues, as shown below.

Double-click your choice of PDF queue, above. The selected queue will be attached to your computer as an available print queue option. The print-queue dialog, (such as the one shown below for the **Dsn1PDF** queue), will display when the print-queue has been attached.
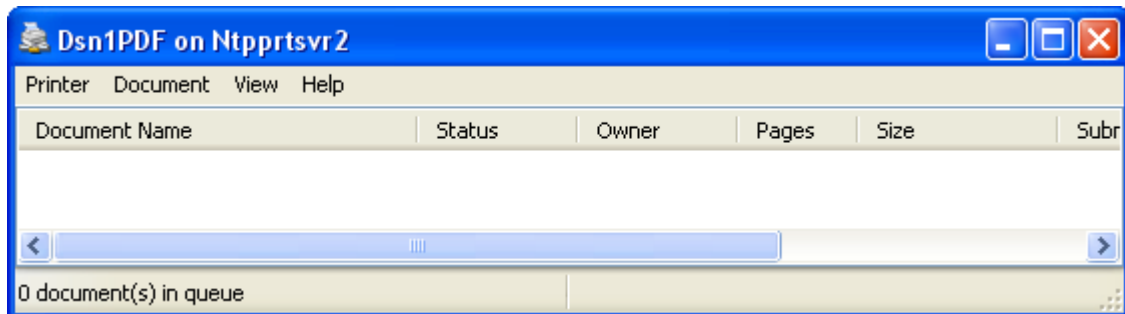
Saving and Printing

As stated earlier, the work schedules shall be saved and stored in PDF file format in the following location: *W:\Highway\Design\OfficeInformation\WorkSchedules\PDFs*

To print the updated work schedule to a PDF file, select, (*highlight*), the area to be printed, by *clicking and dragging* over the entire form, as shown at the right. (This should be from the <u>Excel</u> file upper left corner cell B2, to the lower right cell BC69.) Even though the whole form may not have been used, the entire form should be selected so all stored work schedules have a common size and appearance.

When the entire form is highlighted, select *File > Print* from the <u>Excel</u> pull-down menu. This should produce the **Print** dialog, as shown below.

From the **Printer Name** drop-down selection list, select one of the Section PDF print queues, such as *dsnRoad1PDF*, or *dsnMethodsPDF*, etc.

(If the desired PDF print-queue is not present, read the section, a few pages back, on "How to attach a PDF Print Queue to your computer.")
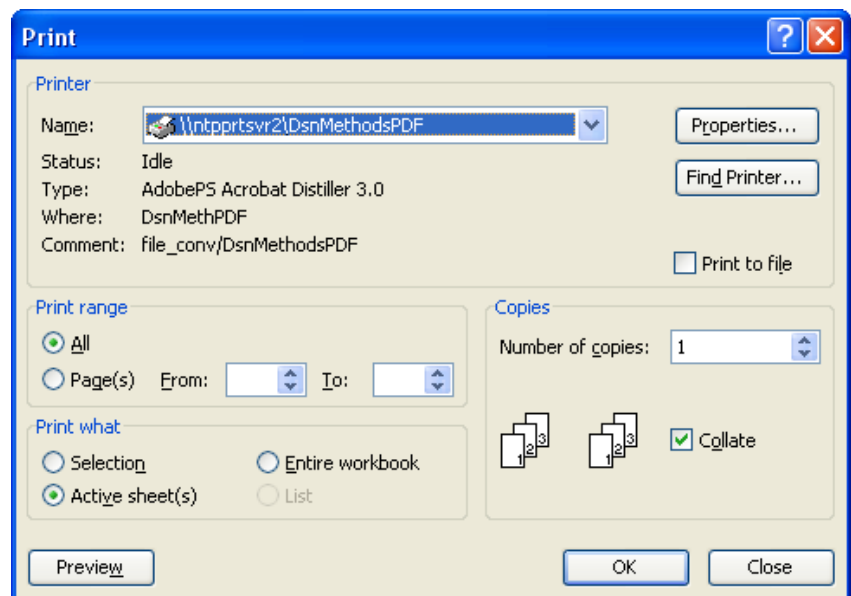
Click the **Print** dialog **OK** button and the PDF file should be created and placed into the chosen print-queue folder.

Move the work schedule PDF file to the correct location

The work schedule PDF file must now be copied from the *"…\file_conv\QueueName\out\"* folder to the correct storage location.

To locate the "*…\file_conv\QueueName\out\"* folder, *double-click* the **DSN_PDF** option shown at the right, (and mentioned several pages back).
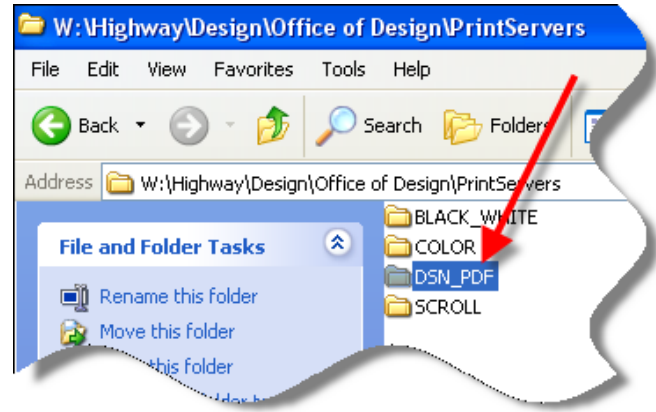
This will again produce the PDF queue listing, which is now shown to the right. However, this time you should select (*double-click*) the **"File_conv on NTPPRTsvr2"** option, as shown by the arrow.
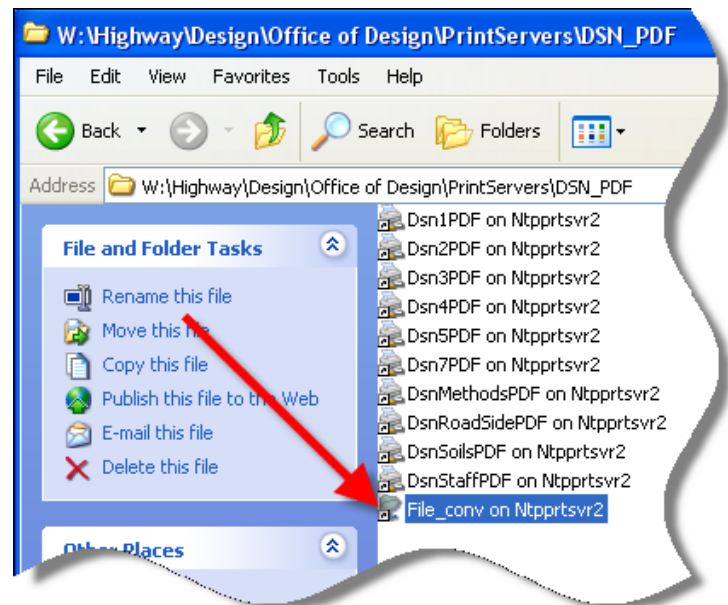
Double-clicking the above selection will produce a long list of print queues, as partially shown at the right.
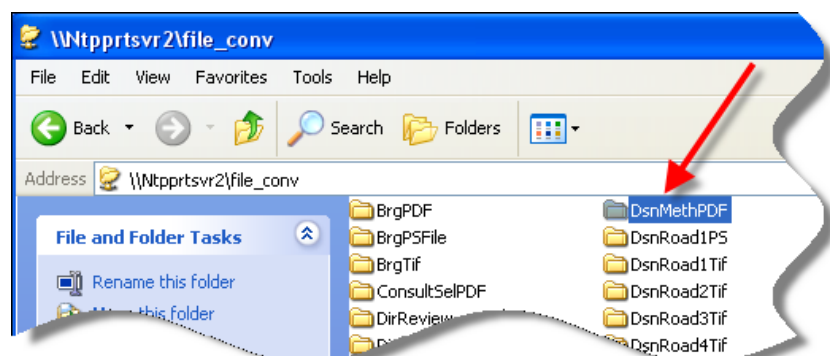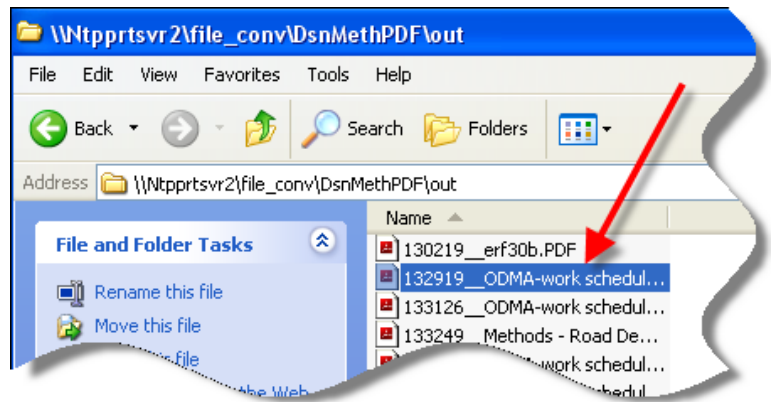
Double-click your choice of PDF queue and the associated **"in & out"** folders will appear, as shown to the right.
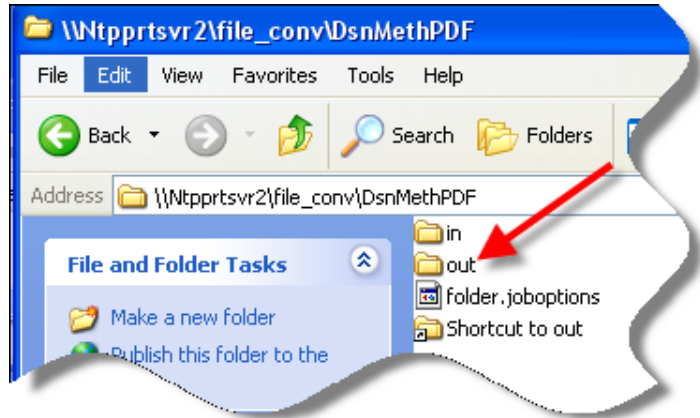
Double-click the **"out"** folder, and all PDF files placed in this queue during the past week will be listed, as partially shown below.

Right-click-copy the appropriate work schedule PDF file, as shown to the right.

Right-click-paste the work schedule PDF file to the folder in the following location:
    W:\Highway\Design\OfficeInformation\WorkSchedules\PDFs
Rename the file, as necessary.

The Office of Design web page will link to the work schedules at the above location.