

Time Sync, Inc.

Schedule Master™

STATEMENT MODULE v1

User Guide

ScheduleMaster™ STATEMENT MODULE

User Guide

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MODULE OVERVIEW

The Statement Module provides your customers with a Web-based display of their account statement. You fully control the data presented including the number of columns presented, the data in those columns, and the format of the data. The system automatically reminds the user while on the Schedule Page by showing their account balance in RED if they owe and BLACK if they have a credit. The screen shot below shows the this banner.

The screenshot shows the 'Schedule Master Demonstration' user interface. At the top, there is a logo and the text 'Schedule Master Demonstration' with links for 'Logout', 'Help', and 'Training'. Below this, it says 'Demo User'. A navigation bar contains tabs for 'Schedule', 'Resource', 'User', 'Info/Policy', 'Messages', 'Forum', and 'Billing'. Under the 'Schedule' tab, there are three buttons: 'Make a new schedule', 'View your Schedules', and 'View your Notifications'. A prominent red banner displays the message: 'Your account balance is \$169. Please submit your payment.'

The Billing navigation tab shown above allows the user to access their account details. This page contains the data you upload to the Schedule Master server. The data can be uploaded at any interval. You can decide to keep the data current on any time period of your choosing. Since the data is displayed as received, you are in complete control. When you upload a new data set, the old one is erased and only the new data is displayed. An example user account page is displayed below.

The screenshot shows the 'Billing' tab selected in the user interface. It displays a table with account activity. The table has seven columns: Date, Activity, Time Resource, Rate, Credit, Debit, and Balance. The data is as follows:

Date	Activity	Time Resource	Rate	Credit	Debit	Balance	
05/13/02	Rental	2.0 1234A	72.00		144.00	144.00	
05/28/02	Insurance				10.00	154.00	
05/31/02	Dues				15.00	169.00	
05/31/02	Ending Balance - Please pay this amount						169.00

Below the table, there is a 'Print This Page' link, a timestamp 'Information updated 05/31/2002.', and a thank you message: 'Thank's for flying with us!'. At the bottom, there is contact information for Time Sync, Inc.: '202 N. Carson Street, Suite 100, Carson City, NV 89703'.

The data uploaded for this organization contains seven (7) columns of data, a header and footer. Each of these items you control. The statement can contain up to 12 columns.

Each column can be a date, text, or a numeric value. The file you upload contains the column names, the formatting data for each column and the header and footer text you desire. The minimum set of columns must contain a balance and a date plus the user's number.

This document will describe the file format, give you an example file and describe the upload process as well as the error handling in case your file does not meet the required specifications.

STATEMENT DATA FILE

This section will walk you through the data required in order for your customers to see their account status online.

FILE TYPE

The file you need to generate is commonly known as a plain text, ASCII data, comma-separated-value file (CSV). Many accounting programs can generate a CSV type file, so your ability to produce accounting data should be very automatic. Time Sync, Inc., provides a complete accounting package interface using Peachtree and in the near future, Quickbooks Pro. This package is known as **Account Master™**. Please contact sales for more information. Generating the CSV file can also be accomplished from Microsoft Excel or Access or programmatically using almost any computer programming language.

PLANNING YOUR DATA

Before you actually produce data, you should plan what information your customer needs to see and make some decisions regarding the amount and type of information needed. We have provided a table below that contains 8 columns plus an area for your header and footer comments.

HOW DATA IS DISPLAYED FROM YOUR FILE

There are three areas of the statement display. The first and last (header and footer) pertain to every user's statement. The statement display is unique in content for each user that you provide data to display; but the format is consistent for all users. The next page shows the basic layout of the statement.

Header Text - 200 Characters and may include HTML tags

| Name |
|------|------|------|------|------|------|------|------|------|------|------|------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Statement Presentation. Minimum number of displayed columns is 2 (DATE and Balance). Maximum number of column is 12. Actual width is dependent upon data. Please note that using a large number of columns may cause the data to not fit into the displayable space of the web page and will cause a person viewing the data to scroll horizontally to see the last several columns.

The column names are consistent for all users.

Footer Text - 200 Characters and may include HTML tags

HEADER AND FOOTER TEXT BANNERS

The header and footer text banner areas allow you to place general text above and below the statement data. Since the data is free form and considered only one line, you must use the HTML line break tag
 or
 within the text to place a Carriage Return / Line Feed to make a multiple line banner. Other formatting HTML tags are acceptable such as BOLD . You cannot use certain HTML tags, such as the one for constructing a mini-HTML page within the statement page.

WARNING: The system does not validate your HTML. So, be careful that you do not render your statements unviewable. The break and the bold TAGs are the only acceptable HTML TAGs in these areas. Time Sync, Inc does not support the use of other HTML TAGs. Our site use agreement does not allow you to place HTML anchors or images or web-bugs in the header or footer text areas. If you have questions regarding this policy, please contact support@timesync.com.

STATEMENT DISPLAY

The statement display consists of the COLUMN NAMES you provide and 1 or more data rows. If you provide no data for a particular user, the statement display is replaced by the text:

No activity information is available at this time.

The COLUMN NAMES are displayed left to right in the order you provide them on ROW 1 of your CSV file. The first column in the file is always USER_ID, but this column name is not displayed. The column name you supply after USER_ID is the first displayed column name. The only required displayable COLUMN NAMES are DATE and BALANCE.

The statement display is formatted and aligned according to the format information supplied by you in two additional rows within the data file. The next section will discuss the file from a technical perspective.

OPERATIONAL TIP: The data sent is not cumulative. A new upload replaces the previous upload entirely. This is because this is intended as the output or presentation vehicle only, not the entire accounting package. All transactions are uploaded together and should begin with the previous balance. You can upload as often as you wish

Before you start developing your invoice columns and data, please read and insure that you understand the various data types and their limitations.

SUPPORTED DATA TYPES

The Web-display system provides for three displayable data types: text, date, and numeric. Each of these will be described including the formatting string choices that are related to each type.

TEXT

A TEXT data column can contain up to 50 alphanumeric characters.

- The single quote (') is not allowed in a text data column.
- The format string for a TEXT data column is the # character. If a text data column contains ONLY numeric data, then use the format strings as described for NUMERIC data columns below.

DATE

A DATE data column is required in all files and must contain a VALID date string. Valid options to format the date include:

1. MM/DD/YY or MM/DD/YYYY
2. DD/MM/YY or DD/MM/YYYY
3. YY/MM/DD or YYYY/MM/DD
4. A dash (-) instead of the (/) forward slash

For example, if you want a date to show up as 5/15/2020, then the correct format would be mm/dd/yyyy.

NUMERIC

The balance column (REQUIRED IN ALL FILES) is a NUMERIC data column.

- The format string for a NUMERIC data column is the # character for each visible digit desired. Be sure to provide enough digits to display the largest value possible.
- Numeric fields can contain up to 8 numbers, one decimal point, commas as appropriate, the dollar symbol (\$), and the minus sign (-).
- Using 0 instead of # will display digits even if they are 0s. The # sign will display digits only if they are not 0. Using 00 after the decimal will round the number to 2 decimal places.

For example, to get a number to display as \$5,843.70, use the format string \$###,###.00. On the other hand, the format string \$###,###.## would display the number as \$5,843.7.

ALIGNMENT

The alignment choices are *left*, *right*, and *center*. Numbers are typically aligned on the right.

OTHER REQUIRED DATA

The file must contain three required columns: the USER_ID, DATE, and BALANCE. The USER_ID must be filled with the unique user_id, which is assigned to each user upon entry into Schedule Master. The Invoice does not accept names or other organization unique member numbers - only the SCHEDULE MASTER user number. To get these automatically downloaded to an EXCEL spreadsheet or csv text file, go to the user page and click on "Download Text File." You will receive a file that contains your user information, such as their user_id's, names and other data. You can edit this file down to user_ids and other fields you need to build the invoice file if your accounting system is using a different reference to your users.

REQUIRED ROWS

Just as your file must contain the two required columns, your file must also contain data for every member of your organization plus four additional rows. The very first row of the file must contain column names. The last three rows have unique identifiers of -1, -2, -50 in the USER_ID column. These rows are described in more detail below:

ROW 1 - COLUMN NAMES - REQUIRED

The FIRST row of your file must contain the column names separated by a comma and terminated with a carriage return and line feed character. The first column must be user_id. For example, a file that contains just Date and Balance would have a ROW 1 as follows:

```
user_id, Date, Balance
```

ROWS 2 through N - DATA FOR EACH USER - REQUIRED

These rows of your file must contain the unique user_id and associated data for each user in the same order as the columns in ROW 1 separated by a comma and terminated with a carriage return and line feed character. Each user can have multiple rows of data. Every row of user data must have the user_id, the date, and the balance. For example, a file that contains just Date and Balance would have a ROW 2 thru N as follows:

```
1001,5/5/2002, -166.00
```

USER_ID = -1 ROW - FORMAT STRINGS - REQUIRED

This row of your file can be anywhere in the file, but it is suggested that you place it after row 1 or at the end of the user data rows. It contains the column format strings separated by a comma and terminated with a carriage return and line feed character. The first column must contain -1. For example, a file that contains just Date and Balance would have a ROW -1 as follows:

```
-1,mm/dd/yy,"###.###.00"
```

NOTE: The balance column above is surrounded with the quote (") marks. This is required if the string contains a comma or a period. These formatting strings are similar to those used in Microsoft EXCEL.

USER_ID = -2 ROW - ALIGNMENT STRINGS - REQUIRED

This row of your file can be anywhere in the file, but it is suggested that you place it after the user_id = -1 row. It contains the column alignment strings separated by a comma and terminated with a carriage return and line feed character. The first column must contain -2. For example, a file that contains just Date and Balance would have a ROW -2 as follows:

```
-2,left,right
```

USER_ID = -50 ROW - HEADER/FOOTER TEXT

This row of your file can be anywhere in the file, but it is suggested that you place it after user_id row - 2. It contains the header text for up to 200 characters and the footer text of 200 characters separated by commas and terminated with a carriage return and line feed

characters. The first column must contain -50. For example, a file that contains just a FOOTER would have a ROW -50 as follows:

```
-50,Thank you for flying with us.,Please send your payments to: <br> XYZ Flying
Machines<br>123 West St<br>Anytown, WI 34333
```

NOTE: The
 is an HTML tag that causes a Carriage Return/Line Feed to occur. This text would appear as:

```
Please send your payments to:
XYZ Flying Machines
123 West St
Anytown, WI 34333
```

NOTE: If you do not desire any HEADER or FOOTER text then the -50 ROW would look as follows:

```
-50,,
```

EXAMPLE FILE

This file contains seven visible columns.

```
user_id,Date,ActivityType,Amount,Comment,CreditType,ChargeType,Balance
256,3/31/2001,DEBIT,$14.24,Facilities Service Charge, ,FACSVRCH,$14.24
256,3/31/2001,DEBIT,$284.76,Annual Membership, ,MEMBERSHIP,$299.00
....many lines omitted...
356,1/5/2002,CREDIT,$299.00,Annual Membership, , ,-$299.00
1001,3/08/2001,BAL FWD,0, , , ,0
1001,3/10/2001,DEBIT,$69.30,1234A 1.1hrs@63/hr, ,RENTAL,$69.30
1001,3/10/2001,PAYMENT,$69.30,Credit Card, ,RENTAL,$0.00
1001,3/10/2001,DEBIT,$72.79,6005J 1.4hrs@52/hr, ,RENTAL,$72.79
1001,3/10/2001,PAYMENT,$72.79,Credit Card, ,RENTAL,$0.00
1001,4/17/2001,PAYMENT,$200.00, , , ,-$200.00
1001,4/17/2001,PAYMENT,$200.00,Credit Card, , ,-$400.00
1001,4/21/2001,DEBIT,$100.81,1234A 1.6hrs@63/hr, ,RENTAL,-$299.19
1001,4/21/2001,DEBIT,$56.70,1234A 0.9hrs@63/hr, ,RENTAL,-$242.49
1001,4/23/2001,DEBIT,$110.41,55490 1.6hrs@69/hr, ,RENTAL,-$132.08
1001,5/4/2001,DEBIT,$159.50,3724H 1.1hrs@145/hr, ,RENTAL,$27.42
1001,5/15/2001,DEBIT,$12.00,Insurance Deductible, ,INSURANCE,$39.42
1001,5/21/2001,DEBIT,$83.21,49120 1.6hrs@52/hr, ,RENTAL,$122.63
1001,5/22/2001,PAYMENT,$500.00, , , ,-$377.37
-1,mm/dd/yy,#,"###,###.00",#,#,#,"###,###.00"
-2,left,left,right,left,left,left,right
-50,"Information updated 1/7/2002. <br> Thank's for flying with us!","Send any payments
or enquiries to:<br>Demo Flying Club <br>202 North Curry St., Suite 100<br>Carson City,
NV 89703"
```

CSV FILE DETAILS SUMMARY

Here are the essential points:

FIRST ROW:

- The first line of the file is the COLUMN NAME row. This will be the column (field) labels for the statement page shown left to right.
- The first field of the first line MUST contain the column name “user_id” and will not be displayed.
- Other fields (column labels) are one-word each, separated by commas, and cannot contain punctuation.
- “Date” and “Balance” must included as column names

Data records:

- Data records are one per line
- Data must contain exactly the same number of fields in the same order as the header
- Data must begin each line with the user_id number
- Use commas to separate fields. If the field must contain a comma (e.g. address) then enclose the field data in double quotes.
- In the balance column positive numbers are typically an amount owed; negative numbers are an amount credited.
- Don't format the data (see format info below). Use the format row to specify
- Each record will appear in the same order as it appears in the file. Because the Balance field is not calculated in the system, your input file must include it already calculated.
- Values for user_id, Date, and Balance can not be left blank in any data row
- Every line must end with cr/lf

Format records:

- Three special records must be included for format and comments. You can just cut/paste or generate this from your program. The special records use negative numbers in the first (user_id) column to identify them:
- The special record '-1' sets the format for the data in each column. In the example, the currency column is formatted with commas and decimal points. Note the quotes around the value. The formatting strings are similar to those used in Excel.
- The next special record '-2' sets the alignment of the data in the columns
- The last special record '-50' is the only one that has no relationship to the columns and has only 2 items. First is the preamble that appears before the statement info on the page. The second item is placed below the statement info.

DATA FILE UPLOAD

The statement data file is easily uploaded into the Schedule Master statement server. This section will walk you through the process. Please note that error notification is not instantaneous. After you have uploaded a file, it may take up to 10 minutes before you receive your confirmation message that contains the file-checker's status output and any errors found.

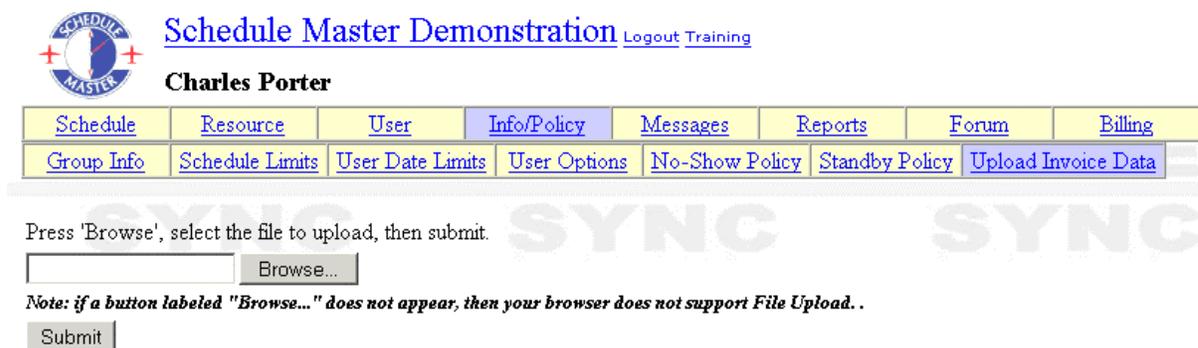
SYSTEM AND OPERATIONAL REQUIREMENTS

To utilize the Statement Module Upload facility you must have all of the following required items:

- **You must be a Schedule Master SYSOP.**
- **Your SYSOP account must have an email address that is valid in your user record under email (not email2).**
- **The computer you use must have an Internet Connection and one of the following browsers: Internet Explorer 5 or Netscape 4 or higher. The speed that your upload is transferred from your computer to the server is usually slower than you receive Web pages. We suggest if you are uploading a large file that you plan for the time based upon your connection speed. Using a dial-up connect and a large file may take more than one hour to complete.**

UPLOAD PROCEDURE

1. Log-in as a SYSOP.
2. Select the INFO/POLICY tab.



The screenshot shows the Schedule Master web interface. At the top left is the Schedule Master logo. To its right are links for "Schedule Master Demonstration", "Logout", and "Training". Below these is the user name "Charles Porter". A navigation menu contains several tabs: "Schedule", "Resource", "User", "Info/Policy" (which is highlighted in blue), "Messages", "Reports", "Forum", and "Billing". Below the navigation menu is a row of buttons: "Group Info", "Schedule Limits", "User Date Limits", "User Options", "No-Show Policy", "Standby Policy", and "Upload Invoice Data". Below the buttons, the text reads: "Press 'Browse', select the file to upload, then submit." There is a text input field followed by a "Browse..." button. Below this is a note: "Note: if a button labeled 'Browse...' does not appear, then your browser does not support File Upload." At the bottom of the form is a "Submit" button.

3. Select the Upload Invoice Data.
4. Click the Browse Button and select the file to upload.
5. Click the Submit Button. The page will refresh and display a completion banner when the upload transfer is complete. See below.



NOTE: This completion notice only indicates that the file transferred and was received. The Statement server will send an email to you notifying you of errors in your file or an OK completion.

EMAIL STATUS OF FILE PROCESSING

After the file is successfully transferred, a second process is begun at the server. This process inspects the file for the first row to contain the column names with at least the three required column names (user_id, Date and Balance). It also insures that the special rows (-1,-2, -50) are present. It then attempts to load the data into a database that is constructed from your column names. If any of the required elements are not found, the file processing is halted, and a fatal error is issued.

FILE PROCESSED OK

The copy of a successful file-processing message is shown below:

This message is a confirmation that Schedule Master processed the data you uploaded with the following results. If there are fatal errors the data is not accepted and you must correct the file using the debug information provided. You may contact Schedule Master at 1-408-414-2202 if you require assistance.

```
*****
* FINISHED WITH UPLOAD ITEM 179
*****
* STATUS - OK
*****
* GENERAL REPORT FOR UPLOAD
* Work Queue Item 179
* *
* START TIME 7/11/02 2:30:43 PM
* END TIME IS 7/11/02 2:30:46 PM
* OPERATION TIME WAS 3 Seconds
*****
```

FILE PROCESSED WITH ERRORS

This message is a confirmation that Schedule Master processed the data you uploaded with the following results. If there are fatal errors the data is not accepted and you must correct the file using the debug information provided. You may contact Schedule Master at 1-408-414-2202 if you require assistance.

```
*****
* FINISHED WITH UPLOAD ITEM 180
*****
*
* STATUS - ERRORS
*
* NON-FATAL ERROR REPORT
*
*****
*
* Add NewDATA to RECORDSET for Table t_322INV ERROR
File Line # = 218
DATA = ,06-08-2002,BALANCE OF
ACCOUNT,-3756.89,MEMBER 331,, -3756.89
Field Value =
Field Type is adInteger
*
*****
* GENERAL REPORT FOR UPLOAD
* Work Queue Item 180
* *
* START TIME 7/11/02 2:33:43 PM
* END TIME IS 7/11/02 2:33:46 PM
* OPERATION TIME WAS 3 Seconds
*****
```

The error in the file above is on line 218. This number is the actual line in your file beginning at line 1 (Column Names). By using a text-editing program like Notepad or Textpad, you can locate line 218 and confirm the issue. The error is that this line does not contain a user_id (Notice DATA = ,06-08...) The user_id is the value missing before the comma. This line is dropped but the rest of the file processed OK (**NOTE: NON-FATAL ERROR REPORT in status block**).

You should insure that the non-fatal errors are acceptable. This file would now be visible to the users of your organization even though club member 331 is missing a line of data. In this file of 43,000 lines this one error is easily corrected although it may indicate an automation problem generating the data.

TROUBLESHOOTING

The STATEMENT MODULE file and upload process is very simple, but small errors can produce multiple effects. We suggest you start with a very small file that contains only a few users as you debug and refine your generation scheme and get familiar with the upload process and error reporting. The file format is very simple. If you are getting errors, insure all of the required columns and rows are present. Then check the data to see that it corresponds with the column name it is going into. The user_id column can only contain INTEGERS. Please refer to the Supported Data Types section of this guide for the Date and Balance column restrictions.

If you are still having problems and have confirmed these issues, please contact support@timesync.com and we will assist you in tracking down the problem.