

RunningSheet

Database Scheduling Add-on Software

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30
	Unallocated Bookings									
	Humphries						Slater			Crane
								Rice		
	East Coast (5 Assets)									
Jordan, Beth	Unavailable									
Kitt, Jason										
Meeting Room 1										
Meeting Room 2										
Meeting Room 3										
	Northern Region (12 Assets)									
Barrington, Dirk										
Brock, Peta										
Brown, Malcolm										
Jones, Glenda										
Lee, Edward			Reid							
Smith, Barry	Unavailable									
Board Room			Reid							
Meeting Room 1							Slater	Rice		
Meeting Room 2										Crane
Staff Room										
Training Room 1			Humphries							
Training Room 2										
	Southern Region (7 Assets)									
Almond, Alan										
Johnstone, Kaye										
Kemp, Tim										
West, Tanya										
Meeting Room 1										
Meeting Room 2										
Training Room 1										
	Western Region (1 Asset)									
Meeting Room A										

Visual booking / appointment management

Scheduling Add-on Software

for

ANY MS Access or SQL

Bookings or appointment database



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For the Executive Types

RunningSheet will save your organisation time, money and stress.

- Users will like the ease and speed with which they can make bookings and receive booking confirmations.
- Dispatchers will like not having to spend all day on the phone chasing the booking requesters for information that they skipped.
- Managers will like the instant up-to-date reports allowing them to adjust budgets on a whim.

The Boring but Important Details

RunningSheet is a software application for Windows computers that records and manages vehicle bookings. Bookings can be allocated to vehicles easily and drivers can be allocated to the trip.

Bookings can be entered centrally, or each pool location can be autonomous.

Optionally, RunningSheet can perform cost recovery functions.

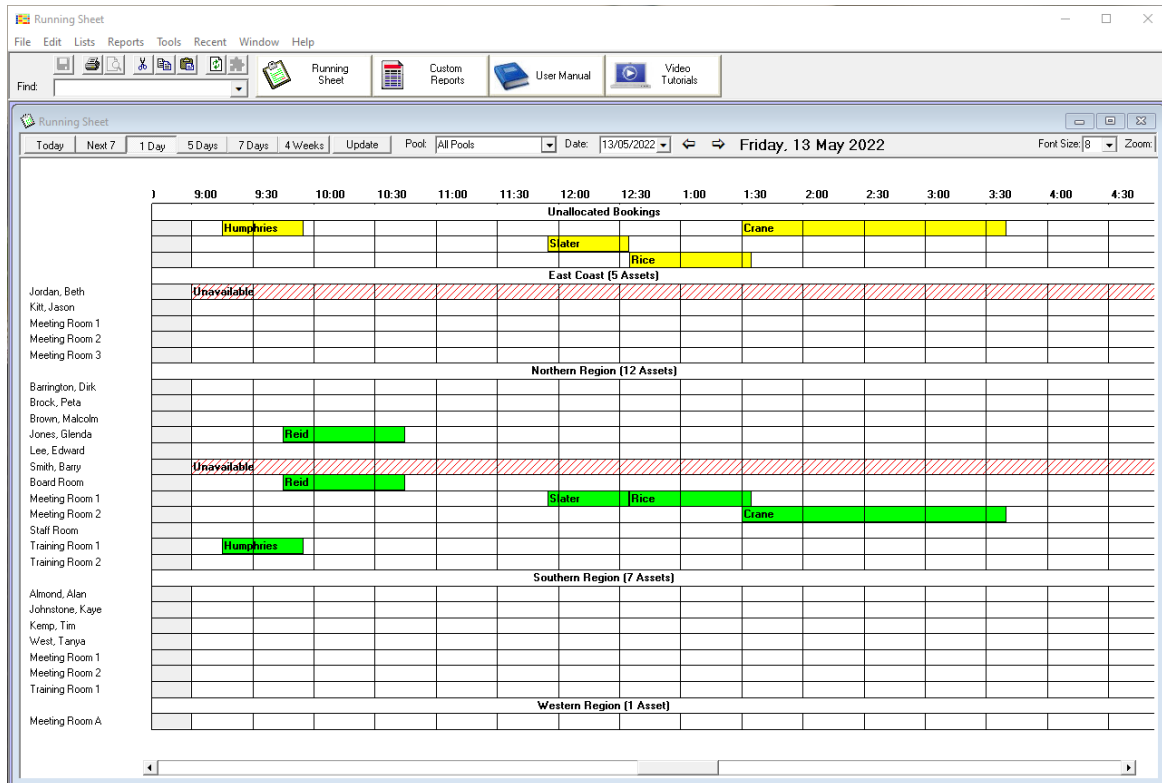
RunningSheet features powerful, up to the minute organisation-wide reporting. RunningSheet has an extensive range of built-in reports, including KPI monthly breakdowns. All reports can be drilled down to open the source data. Privileged users can create or customise reports.

RunningSheet can be customised to meet the needs of your organisation.

RunningSheet was created by I.T. Guaranteed, a Tasmanian GITC accredited supplier which has been operating for over 25 years. I.T. Guaranteed's vehicle fleet clients include Tasmania Health Service (formerly DHHS), Ambulance Tasmania, and University of Tasmania.

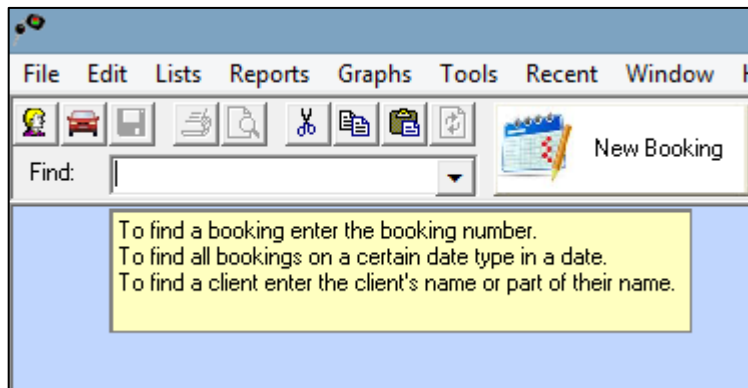
RunningSheet

Quick to learn, Easy to use



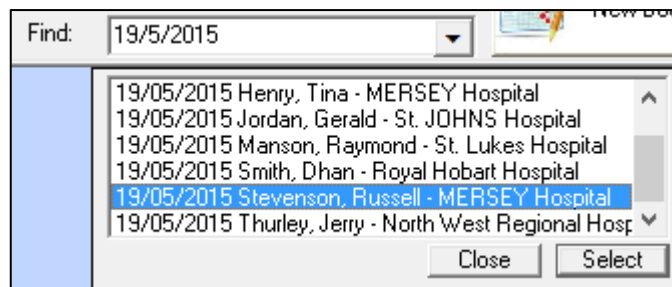
- ✓ The software is quick to learn due to a traditional menu and tool bar structure with which users are familiar.
- ✓ Quick access buttons to effortlessly open the most frequently used program functions.
- ✓ Get help from within any screen, as the help options are always available.
- ✓ The vast majority of users require no training at all.

Intuitive Searching

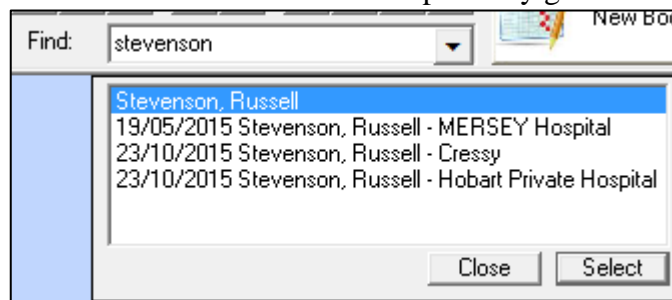


A prominent 'Find Box' which can be used to instantly search for and open almost any data.

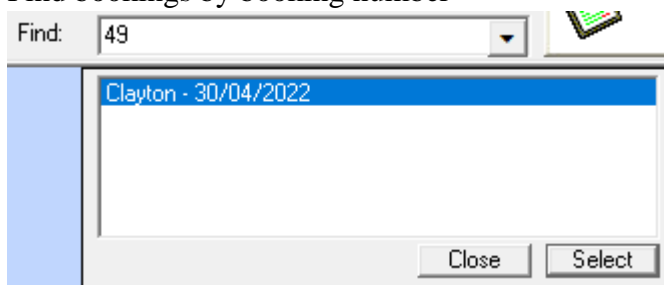
- Find bookings from dates, names, booking or reference numbers.



- Find clients from surname and optionally given names.

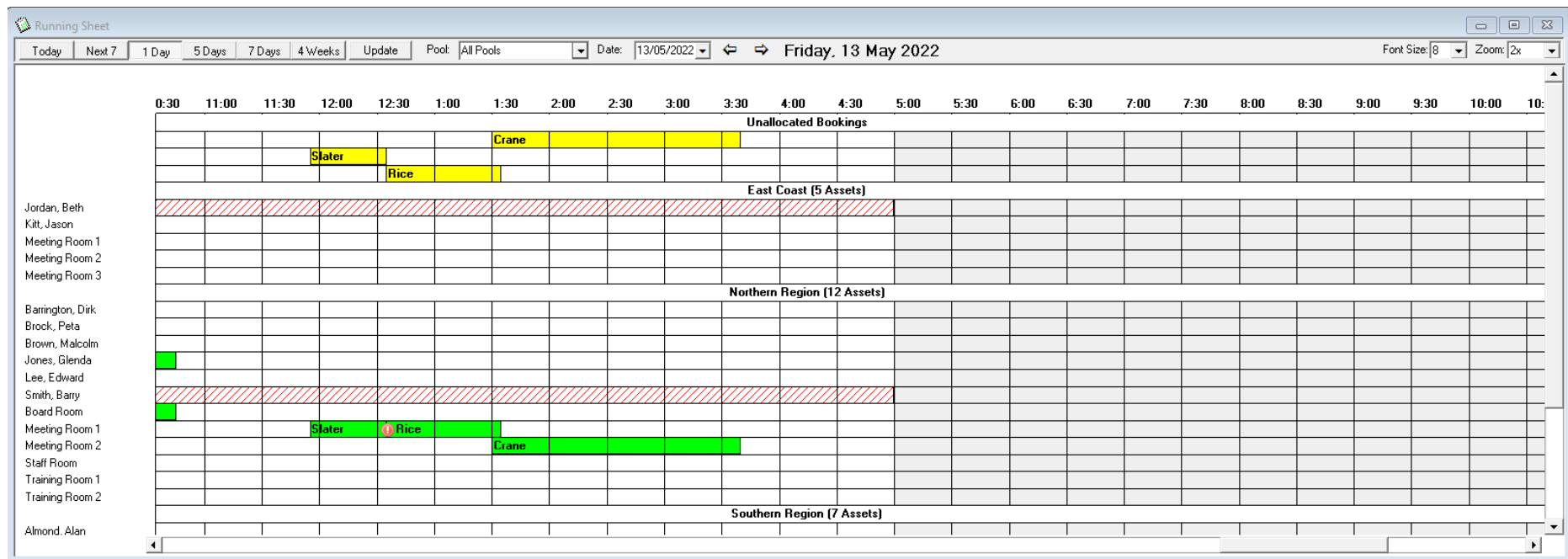


- Find bookings by booking number



RunningSheet

Take control of your organisations schedule



- ✓ Efficiently manage your organisations schedule,
- ✓ Clear colour-coded bookings (Colours customisable)
 - Yellow = unallocated bookings
 - Green = allocated
- ✓ To allocate an asset to a booking, simply drag the booking to the assets row
- ✓ Asset Pools are separated for easy allocation
- ✓ Mouse-over pop-up boxes display detailed information about each booking, saving the user from having to open the booking to search for information.
- ✓ Multiple display options
 - Single day, 5 days, 7 days and 4 weeks view
 - Zoom in for those busy days
 - View all pools at once, just one pool, or a selection
- ✓ Custom text sizing for easy reading

Save time by making Recurring Unavailable Bookings

For clients that require regularly scheduled trips, recurring bookings can quickly be created.

The screenshot shows the 'Create Recurring Booking' dialog box. On the left, there are three radio buttons: 'Daily' (selected), 'Weekly', and 'Monthly'. In the center, there are two options: 'Every 1 Day(s)' (selected) and 'Every Weekday'. Below these, there are two options for ending the booking: 'End After 5 Occurances' (selected) and 'End By 15/09/2016'. At the bottom, there are two buttons: 'Create Recurring Bookings' and 'Close'.

DAILY

The screenshot shows the 'Create Recurring Booking' dialog box. On the left, there are three radio buttons: 'Daily', 'Weekly' (selected), and 'Monthly'. In the center, there are two options: 'Every 1 Week(s) on' (selected) and a set of checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. Below these, there are two options for ending the booking: 'End After 5 Occurances' (selected) and 'End By 15/09/2016'. At the bottom, there are two buttons: 'Create Recurring Bookings' and 'Close'.

WEEKLY

The screenshot shows the 'Create Recurring Booking' dialog box. On the left, there are three radio buttons: 'Daily', 'Weekly', and 'Monthly' (selected). In the center, there are two options: 'Day 1 of every 1 Month(s)' (selected) and 'The [] of every 1 Month(s)'. Below these, there are two options for ending the booking: 'End After 5 Occurances' (selected) and 'End By 15/09/2016'. At the bottom, there are two buttons: 'Create Recurring Bookings' and 'Close'.

MONTHLY

Block out assets when they are unavailable.

Unavailable Booking 221 -

From: 15/02/2021 9:00 AM

To: 5:00 PM

For:

Vehicle

Driver: Carol Beams

Reason: Unavailable

Notes:

Cancel Unavailable Booking

Create Recurring Bookings Save and Close



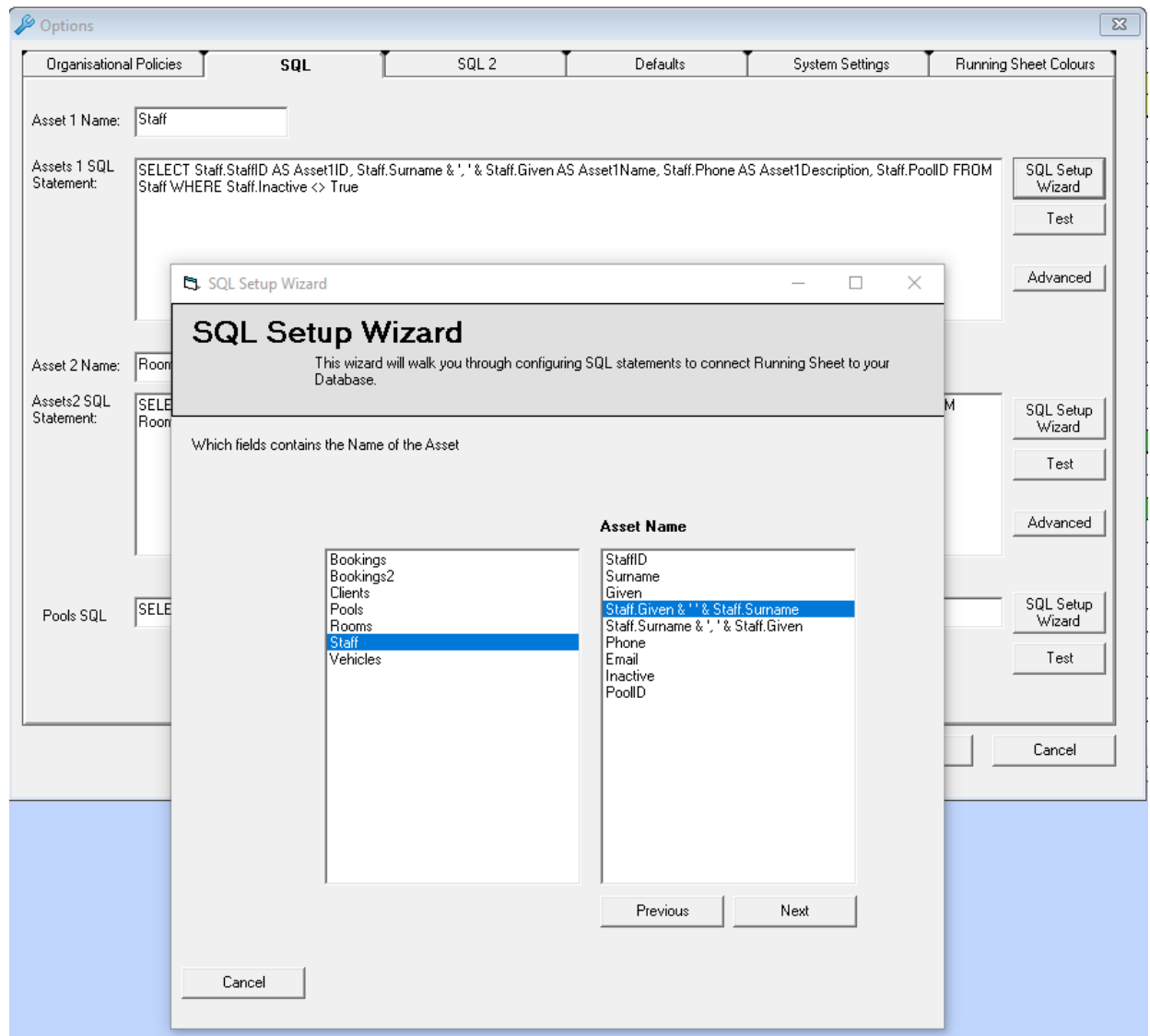
- ✓ Have a single trustworthy source in your organisation for assets that are not available at certain days or times.
- ✓ No more unreliable post it note reminders stuck on screens or fake bookings that ruin the database statistics and reports.
- ✓ Many uses:
 - Create unavailable bookings for vehicles when they are due for service or need repair.
 - Create unavailable bookings for staff on days off, or annual leave.
- ✓ Create repeat unavailable bookings. For example,
 - Block out staff who only work certain days of the week.
 - Block out assets that require regular maintenance.

Auditing

Date	Form	Record	Fieldname	Old Value	New Value	User
8/06/2022 3:26:40 PM	frmBookings	33	TimeTo	4:20:00 PM	3:00:00 PM	Jay Demo
8/06/2022 3:14:52 PM	frmUnavailableBookings	10	TimeFrom	10:45:00 AM	9:05:00 AM	Jay Demo
8/06/2022 3:11:50 PM	frmUnavailableBookings	10	TimeFrom	9:15:00 AM	10:45:00 AM	Jay Demo
8/06/2022 12:32:41 PM	frmUnavailableBookings	10	TimeTo	1:30:00 PM	11:55:00 AM	Jay Demo
8/06/2022 11:55:56 AM	frmUnavailableBookings	10	TimeTo	4:40:00 PM	1:30:00 PM	Jay Demo
8/06/2022 11:55:12 AM	frmUnavailableBookings	10	TimeTo	12:40:00 PM	4:40:00 PM	Jay Demo
8/06/2022 11:51:16 AM	frmUnavailableBookings	10	TimeTo	3:05:00 PM	12:40:00 PM	Jay Demo
8/06/2022 11:47:41 AM	frmBookings	10	TimeFrom	9:55:00 AM	9:15:00 AM	Jay Demo
8/06/2022 11:47:40 AM	frmBookings	10	TimeTo	12:10:00 PM	3:05:00 PM	Jay Demo
8/06/2022 11:46:55 AM	frmBookings	10	TimeTo	12:45:00 PM	12:10:00 PM	Jay Demo
8/06/2022 11:46:54 AM	frmBookings	10	TimeTo	12:05:00 PM	12:45:00 PM	Jay Demo
8/06/2022 11:46:52 AM	frmBookings	10	TimeTo	11:25:00 AM	12:05:00 PM	Jay Demo
8/06/2022 11:46:51 AM	frmBookings	10	TimeTo	12:00:00 PM	11:25:00 AM	Jay Demo
8/06/2022 11:46:50 AM	frmBookings	10	TimeTo	1:00:00 PM	12:00:00 PM	Jay Demo
8/06/2022 11:33:05 AM	frmBookings	10	TimeTo	1:50:00 PM	1:00:00 PM	Jay Demo
8/06/2022 11:32:59 AM	frmBookings	10	TimeTo	3:50:00 PM	1:50:00 PM	Jay Demo
8/06/2022 11:32:57 AM	frmBookings	10	TimeTo	1:55:00 PM	3:50:00 PM	Jay Demo
8/06/2022 11:32:53 AM	frmBookings	10	TimeTo	3:40:00 PM	1:55:00 PM	Jay Demo
8/06/2022 11:32:50 AM	frmBookings	10	TimeTo	2:50:00 PM	3:40:00 PM	Jay Demo
8/06/2022 11:32:44 AM	frmBookings	10	TimeFrom	11:00:00 AM	9:55:00 AM	Jay Demo

- ✓ Every change made within Running Sheet is logged
- ✓ Old value and new value is recorded
- ✓ Even administrators' actions are logged.
- ✓ Your organisation will know **who** change **what** and **when**

Easy to configure



- ✓ Setup Wizards to guide through the process of configuring RunningSheet
- ✓ Test buttons to confirm all is as it should be.
- ✓ Advanced SQL builders for those who are competent in SQL queries.

Configuration

- ✓ Works with most databases
- ✓ MS Access
- ✓ SQL server

I.T. Guaranteed

Some of our enterprise clients have been relying on our software daily for the last 26 years. In I.T. years that's like ... forever.

Such longevity cannot simply be attributed to any one trait alone. Reliability, support, responsiveness, knowledge and experience. Our clients rate us highly in all these qualities. In our annual client satisfaction surveys we continually achieve overall highly satisfied scores and we continually strive for improvement. We listen to our clients and work with them, at all levels, to deliver outstanding solutions.

Oh, and there is our guarantee

It is what we named our business, after all: I.T. Guaranteed. If our client isn't satisfied, then they can have their money back. You see, we prefer our clients to choose to remain with us rather than be forced to remain due to a contract that locks them in. Our licenses are renewable annually. On top of that, we offer 90 day trials on many products. Combine all that with highly competitive pricing plans and you can see why our clients stay with us.

GITC accredited supplier

We have been providing I.T. solutions to the government for 24 years. We have scalable solutions in health statistics, fleet management, client & document management, equipment hire and cost recovery systems. We are able to work with your I.T. department to store your data on your own servers, or you may choose to use ours.

Clients

- ✓ Tasmanian Health Service - Vehicle Fleet (formerly Department of Health and Human Services) has used our vehicle management solution for 23 years.
- ✓ University of Tasmania has used our vehicle management solution for 21 years.
- ✓ Ambulance Tasmania has used our non-emergency patient booking system for 7 years. It is installed in hospitals and departments across Tasmania.
- ✓ Hospital Aged Liaison Team (THS) contracted us to create a health care, referral and statistical software database. It has now been in use for 12 years.

Support

- ✓ Video training
- ✓ Comprehensive User Manual
- ✓ Email support

Testimonial

“I have been using I.T. Guaranteed’s software for 18 years and have found the software is user-friendly and intuitive.

This has enabled our fleet management to be targeted to achieving our goals and efficiencies. The odd issue has been resolved rapidly with no fuss as the system has been robust with very minimal down time. Reporting is easy with the click of a button, and the online help is also easy to use.

I would recommend this company and the software it produces to other users.”

Stephen Simmons

Transport Manager(retired) – Fleet Management North – Tasmanian Health Service

I used I.T. Guaranteed's Fleet software for 16 years. It was easy to use, and reliable with little to no downtime. On the odd occasion when we needed help, it was prompt and friendly. I would recommend I.T. Guaranteed wholeheartedly.

Bruce Baudinette

Utas Fleet Manager (Retired)

Other Software

Open Fleet

I.T. Guaranteed's premier fleet software, Open Fleet has been in use for over 20 years and in that time has managed in excess of 10,000 vehicles.

It is used by government departments and universities to manage

- ✓ Pool vehicle bookings.
- ✓ Vehicle Service scheduling compliance.
- ✓ Vehicle replacement.
- ✓ Repairs and Maintenance.
- ✓ Expense and pool booking internal cost recovery.
- ✓ Asset tracking.
- ✓ Driver licencing compliance and infringement tracking.
- ✓ Custom SQL reporting

NEPT (Non-Emergency Patient Transport)

Our NEPT software is installed in all Tasmanian Hospitals to facilitate the booking of transport for patients.

- ✓ Easily to use running sheet for dispatches to allocate bookings.
- ✓ Multiple pools.
- ✓ Collect all of the required information the first time
- ✓ Allows a booking to be requested, presented to dispatcher, allocated to a crew & vehicle and confirmation sent back to requester in under 1 minute.
- ✓ Complex reports including KPI reporting.
- ✓ Custom SQL reporting

Open Fleet-CT

Community Transport software to manage, vehicles, volunteers, clients and booking all three.

- ✓ Vehicle and Volunteer bookings.
- ✓ Running Sheet to view bookings
- ✓ Unavailable bookings, particularly handy for volunteers that only work certain days.
- ✓ Cost recovery (optional)
- ✓ Volunteer licencing compliance checks.
- ✓ Custom SQL reporting