

# Preview WebTCards Standard Business Staff Availability System

Screen shots and how to create your own Planning System in 2 easy steps

For help with the design and set-up of your system e-mail [Support@WebTCards.com](mailto:Support@WebTCards.com) or call UK (044) (0) 7717-653177



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# Sample Standard WebTCards Staff Availability System

**Your Company logo here**      **General Systems**    **Monthly - Staff Availability**      Change Pswd    Support    LOG OUT

Boards :     Availability of training and Service Engineers

DESIGN BOARD    CREATE T-CARD    BATCH CARDS    FIND    SUMMARISE    EXPORT    REFRESH    LICENCE SOFTWARE

Board view, visitor 8    [Filter Board](#)    [Key Indicator View](#)

Bob 31 TCards	Iaity 31 TCards	Colin 31 TCards	Brian 31 TCards
01 Harris	01	01	01
02	02	02	02
03	03 Barker	03	03
04	04 Barker	04	04
05	05 Barker	05	05 Kerrigan
06	06	06 Turner	06
07 Bell	07	07 Turner	07
08	08	08	08
09	09	09	09
10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
16	16	16	16

# Sample WebTCards Staff Availability T Card

Created By: Support on 24/06/2008 14:25, Modified By: Support on 06/10/2009 12:15

Board : Monthly - Staff Availability ▾

T-Card Template : Training ▾  All

Panel : Bob ▾

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\*Day : 01 ▾

\*Available : No ▾

Client : Harris

Activity : On site training The Old School

Manuals :

[Click here to e-mail this TCard](#)

Save & Close Save & Add New Save & Copy Delete Cancel Print

Each T Card records a Task

# Step 1 Design your Board and Panels

WebTCards.com

**Board and Panel Creation**

**Board Details (Tip : A Board normally represents a Process)**

Board Name :

Board Description :

Board Colour :  ... Panel Colour :

[View Audit](#)

**Panels (Tip : Each Panel represents a step in the Process)**

Panel Name	Sequence	Delete
<input type="text" value="Bob"/>	<input type="text" value="1"/>	<input type="button" value="X"/>
<input type="text" value="Taity"/>	<input type="text" value="2"/>	<input type="button" value="X"/>
<input type="text" value="Colin"/>	<input type="text" value="3"/>	<input type="button" value="X"/>
<input type="text" value="Brian"/>	<input type="text" value="4"/>	<input type="button" value="X"/>

A Board represents your Business Process and the Panels the Steps in that Process.

To design a system for your business, login/register for the [free 21 day trial](#), then click Design Board and Create Board and Panels.



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# Step 2 Design your T Card Template

WebTCards.com

**T-Card Template Creation - Design your blank T-Card**

**T-Card Template Details (Tip : Choose a Name which describes the information you will type onto each card)**

Template Name :  Mail Queries to :   
Template Colour :  ... Default Board :   
Board Colour :  Panel Colour :

[View Audit](#)

**Design your T-Card (Tip: Type a Label Name for each line of information you will record e.g. 'Name', 'Quantity'etc)**

Seq	Label Name	Description	Data Type	Max Char	Mandatory	Header	Delete
1	<input type="text" value="Day"/>	<input type="text" value="Day of month"/>	<input type="text" value="List"/>	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	<input type="text" value="1"/>	<input type="button" value="Delete"/>
2	<input type="text" value="Available"/>	<input type="text" value="Yes or No"/>	<input type="text" value="List"/>	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
3	<input type="text" value="Client"/>	<input type="text" value="Client name"/>	<input type="text" value="Text"/>	<input type="text" value="40"/>	<input type="checkbox"/>	<input type="text" value="2"/>	<input type="button" value="Delete"/>
4	<input type="text" value="Activity"/>	<input type="text" value="Activity"/>	<input type="text" value="Text"/>	<input type="text" value="100"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
5	<input type="text" value="Manuals"/>	<input type="text" value="Manuals"/>	<input type="text" value="Yes/No"/>		<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
6	<input type="text"/>	<input type="text"/>	<input type="text" value="Text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
7	<input type="text"/>	<input type="text"/>	<input type="text" value="Text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>
8	<input type="text"/>	<input type="text"/>	<input type="text" value="Text"/>	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Delete"/>

Each T Card records a Task, before you can create your T Cards you must design a T Card Template – a list of the information you want recorded on each T Card

To design a T Card click Design Board and Create Template. Each T Card can have up to 40 lines.



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# Congratulations you have a fully working WebTCards system

- Now try some of our advanced features
  - To sort the T Cards automatically on your Board or to allow others to access your Board securely, click design Board and then Advanced Options
- See what you can do with your WebTCards System
  - Set your T Card colour to change automatically using the T Card Template List data type
  - Filter Board
  - Find T Cards
  - e-mail T Card
  - Graphical summaries with Key Performance Indicators
  - And so much more

