

ScheduleTrain instructions, CAO August 2021

<https://www.scheduletrain.com>

You need to use the *www* on gov computers.

Overview

This document describes how to use ScheduleTrain. It includes information for schedulers, trainers, leadership, and squadron members. You can use this as a guide while learning, or as a reference later. Most pages on the app have basic instructions at the top. You may skip this guide and experiment with the app directly. I recommend you experiment with the app first, learn what you can, then read or skim this document. Much of the content here is applicable only to shop members and squadron leadership; viewing the schedule is straightforward.

ScheduleTrain is a webapp that manages the schedule, personal inputs, qualifications (Letter of Xs / LoX), and upgrade progress for operational fighter squadrons. It integrates information from these when appropriate: For example, making input and qualification information immediately available to schedulers, and flagging problems. It also decouples the real-time schedule from the scheduling office, allowing users to view it without physically being in the office.

If you have questions or suggestions, email Data: david.alan.oconnor@gmail.com, or david.oconnor.4@us.af.mil

Basic layout

The app is divided into a number of individual pages, arranged in a horizontal bar at the top (menu button on mobile). The default view after login is the view-only schedule page. This guide is divided into sections that explain each of these pages. Non-schedulers are primarily interested in the View-only schedule, and Input pages.

User accounts

The landing page is a login page. Scheduling shop members are responsible for creating user accounts using the admin page (<https://www.scheduletrain.com/admin/>). This is accessible by clicking *Admin* at the right side of the menu bar. To add people from *Admin*, click *People*, then *ADD PERSON* (top-right), or click *+ Add* to the right of *People* from the main Admin page. You can also access this from a link on the *Quals* page. From this page, enter the person's name, callsign, rank, and job, then click *SAVE* at the bottom right. *Flying callsign* affects the default callsign for lines this person leads by default. This adds a puck to the schedule page. To create a login for the person, click *Synchronize user accounts with people*, towards the top of the Admin page. You can add multiple people, then click this to make sure they have accounts.

Site administration

AUTHENTICATION AND AUTHORIZATION

Groups	+ Add	Change
Users	Change	

Synchronize user accounts with people (Run after you add people)

SQUADRON MANAGEMENT

People	+ Add	Change
Squadron settings (Which ground training items, quals and syllabi your squadron uses)	+ Add	Change
Squadron extra config	+ Add	Change

You can also add people using the *Add a Person* link at the top of the Qualls page.

Passwords are initially set up by schedulers. To set or change someone's password, a scheduler can click *Users* from *Admin*, then search for, and/or click the user. (You don't need to add users directly from this page; that's handled by *Synchronize*. To set up the initial password (Or change it later, eg if the user is locked out), click *you can change the password using this form* towards the top.

This page is also how you set up a user with permissions to edit the schedule, LoX, roster etc. To do so, from the *Change user* page, click *Shop Members* under *Groups*, click the right arrow to move it to *Chosen groups*, then click *SAVE* on the bottom right. Note that password updates won't take effect without clicking *SAVE*.

Change user

HISTORY

Username:

adam.abel.389

Required. 150 characters or fewer. Letters, digits and @/./+/_ only.

Password:

algorithm: pbkdf2_sha256 iterations: 180000 salt: 25gW2x***** hash:

0cNyKu*****

Raw passwords are not stored, so there is no way to see this user's password, but you can change the password using this form.

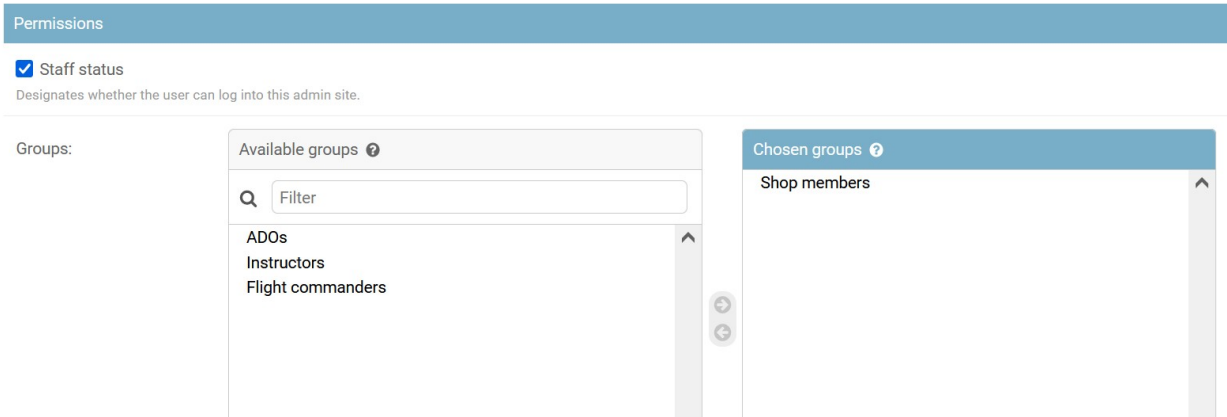
Click this to change a user's password. Click "Save" once complete.

Permissions

There are 2 main permissions levels: shop members, and normal users. Shop can edit the schedule, quals, review all inputs, add and archive people, define and create upgrade syllabi, update and edit

upgrade progress, and view/create gradesheets. Normal users can edit and view their own inputs, and have view access to most parts of the app.

Admin → User page groups setup for scheduling and training shop members. *Staff status* allows access to the Admin page. The *Shop members* group allows edit access throughout the app.



Quals page

The Quals page is similar to a LoX, and is heavily integrated with the scheduling board: It controls what colors and decorations the pucks have, and what rules the validator and autothrower user. When setting up a squadron for the first time, this is one of the first pages you'll access. By default, it's view-only, to prevent inadvertent clicks. To make edits, click *Enable editing* at the top left. From here, you can change qualifications by clicking in the fields, and editing dropdowns. When someone leaves the squadron, you can use this page to archive the person by clicking the red X on the right side. (This person's account will be disabled the next time someone clicks *Synchronize* on the Admin page.)

Note that a check means the person has the qualification – this applies to MQ as well, so a check here means the person is MQ complete, and a *T* (or leaving off the check) will indicate the person has not completed MQ. Make sure to select *Save changes* at the top left once complete. To toggle between viewing pilots and WSOs, or change how the list is sorted, click one of the blue buttons towards the top. You can use the *Export to Excel* button to export in a format useful for signing and publishing as a LoX.

The Quals page also has lines at the top to add quals and people; these are shortcuts to the admin page. Note that to add a qualification, you need to add the qualification to the database. (Admin -> Qualifications), and add it to the list used by your squadron (Admin -> Squadrons -> Your squadron)

Viewing the schedule

You can access a view-only version of the schedule by clicking *View-only Sched* towards the left of the menu. (<https://www.scheduletrain.com/week>). Anyone with an account has access to this page, and it's the main way people will become familiar with what they're schedule for. This shows the schedule one

week at a time. To change the week, click one of the green buttons on the top-left labeled with a date – this date is the Monday starting the week. You can also view the schedule starting at an arbitrary date, by clicking the white date field at the top left – here you can enter a date in the box, or click a date in the pop-up calendar.

When viewed on a mobile phone, only 1 day is shown at a time. You can change days using the left and right arrow buttons above the schedule, or using the calendar selector at the top left. To view a week at a time with scrolling, click the *Week* button at the top right. Note that when accessed on mobile, even with a shop member account, you can't edit the schedule.

Pilot pucks are yellow. WSO pucks are green. Upgrade level (2-ship, 4-ship etc) are indicated by a colored badge on the right-side of each puck. (2 for 2-ship FL, 4 for 4-ship, I for instructor, S for SEFE). For patches, the badge is grey. Canceled lines, and the pucks on them are grey.

Left-click a puck to select all items that person is scheduled for on the screen. Your own puck will always be highlighted in purple. You can highlight pucks based on flight, and qualification by using the buttons at the top, eg "A" for A-flight members, "SOF", "4FI" etc. Click the button again to remove the highlighting. You can use the search bar (next to 🔍) to highlight based on a name or callsign.

The view-only schedule page periodically synchronizes with the live schedule, eg if it's changed by someone else while you're viewing. By default, this update happens once every few minutes. You can increase this update rate to once a second by clicking the *fast sync* button – this is intended for beaks and other meetings where multiple computers are used.

You can view currently RAP status (as of the day of the schedule depicted) by clicking the *RAP*, button, or warnings for the current day with the *Warnings* button. These warnings are ordered, and color-coded by severity. Warnings are always shown on the day editor. You can click a warning to highlight all instances of the affected person's puck.

See this graphic for some notes on what's available, for shop members. Squadron members see almost the same info, but are unable to make edits:

Navigation

2021-07-26 Jul 12 Jul 19 Jul 26 Aug 02 Aug 09 Aug 16

Show thrown Delete thrown Export to Excel FDV-sched

A B C D E F Ops Sup SOF MQ WM 2FI 4FI Ins

Warnings RAP Portrait Dark

Readme

Reviewed DO: A: B: C: D: Unbeak

Reviewed DO: A: B: C: D: Unbeak

Monday Jul 26

#	Pilot	WSO	TO	Land	UG
ASD: 1.8		RNET 00:00			
201/11	Vicious	Hype	08:45	10:35	1A IOR ACM 2BAGS
202/12	MALCOLM	GAGER			MG ADD 2BAGS
203/31	HOWLER	Verge	Kong	08:45	10:35 Red Air 2BAGS
204/32	RED	NOMEX			landing // 2BAGS
205/33	HARLEY	Mamba	Jedi	08:55	10:45 SAT 2BAGS/RECCES
206/34		Heater	Shot		2BAGS/RECCES
207/71	REHEAT	Reheat	Woody	08:55	10:45 DS 205/206 // RAFM BARRIER CERT // 2BAGS
208/72		Encore	Rascal		2BAGS

323s 0830-1015 (Shared w/ Gold) // NWMTA 0830-1015 // QUID-16/17 0900-1100 ARA 8 FL160

Tuesday Jul 27

#	Pilot	WSO	TO	Land	UG
ASD: 1.8		Hot pits RNET 00:00			
201/05	DIRTY 11	Vicious	SULLIVAN	09:20 / 11:10 / 12:10	14:00 MQ SAT-3 2BAGS
202/08		COWAN	Big		MQ MQT ADD 2BAGS
203/31	STOUT	Groot	Woody	09:20 / 11:10 / 12:10	14:00 DS 201/205 Red Air 2BAGS
204/08		Baby Thud	Hype		2BAGS
501/09	BOLAR	Thanos	Champ	09:30 / 11:20 / 12:20	14:10 ATTACK TEAM LEAD // LFE 2BAGS/RECCES
502/08		Outback	SCOTCH		2BAGS/RECCES
503/11	MAD 71	Reheat	Snoop	09:30 / 11:20 / 12:20	14:10 LFE 2BAGS
504/12		SEND-IT	Zeus		2BAGS

NWMTA 0845-1015/1130-1230 // LAGR-221/222 0915-1145 ARA 8 FL120 50k each (Typhoon Warrior)

Handwritten Notes:

- Navigation: Use This to Replace with prev week's shell
- Auto-build: Throw pucks
- Filter and search by name, Callsign
- Go to Day editor
- Add line
- Non-eff upgrade
- Dashed means Student
- Effective UG
- Right click to delete a pack
- Grey means Patch
- Click to edit
- IS for SEFE
- Dot means changed since beat
- Purple for non-standard line #. In this case, an LFE
- You can edit directly from this page

Editing the schedule

You can edit the schedule from the *Schedule* page, at the far left of the menu. (<https://www.scheduletrain.com/schedule>). This looks similar to the view-only page, but you can make edits from this page, and view a detailed day-editor by clicking one of the large green buttons at the top of each day. You can click the *Readme* link to display terse information on how to built schedules. You can consider the readme as a condensed version of this document, or as a quick reference. Click *Hide readme* to hide it.

Note that the schedule saves whenever you press the *Save* button always-visible on the bottom-left, or switch between day and week views. If you make any changes, then close the window or navigate away from the page (including to a different part of the app) without saving, your progress will be lost.

Editing from the week view

Here are some things you can do from the week view; note that there are some things that can only be done from the day view

- Drag pucks into slots
- Click a slot, then click a puck to move it into that slot (Useful on touchscreens)
- Right click a puck to delete it

- Drag a puck to the
- Click a slot, type part of (or a full) last name or callsign, and press tab to auto-fill with the right puck. Note that you normally only need the first 3 letters.
- Click a slot, type the name of someone who normally doesn't fly with us, and press enter to add any name you want. (Eg guests, fam fliers etc)
- Click a time to edit it. Press the *Enter* key to accept, or *Esc* to cancel
- Click the + in the headings to add a line, sim, meeting or academics
- Click an upgrade-effectivity cell (UG heading in lines and sims), and select the upgrade, and its effectivity
- Edit line callsigns and notes by clicking them, then typing and pressing *Enter* (*Esc to cancel*)
- Click a puck to highlight all occurrences of it on the screen in blue. (Your own puck is always highlighted in purple)

Autothrower

You can automatically fill open slots with pucks using the "Throw pucks" button. From the week view, this will throw pucks for the whole week. You can click the "Show thrown" button to indicate which pucks have been manually placed vice thrown – manually placed pucks will include a lock. You can also delete only the thrown pucks. Pucks are thrown with the following priority:

- Supervision for upgrades
- Flight leads in flights
- Ground duties
- WSOs in flights
- Sims

A recommended flow is to start building a schedule by pre-placing upgrade students, checkrides, and other important events. Use *Throw pucks* to build a schedule around them, then modify as required.

Note that you can't put a person in a slot they're unqualified. Eg putting a wingman in a flight-lead spot, a WSO in a pilot slot, or someone in SOF or Top3 who doesn't have the qual.

The autothrower attempts to balance by RAP, and keep people on the same go. Generally, anything the app considers a warning (eg that shows in the top right warnings area on day view, or when you click *Warnings* on the week view) will be avoided by the autothrower.

On the week view, puck text shows as orange if the person has 2 events on a given day, and purple if that person has 3 or more.

You can adjust wheather pucks show last name, or callsign using the admin page, under Squadron Config.

Editing from the day view

You can access the day view by clicking a rectangular button with the date's name from the week view. (Top of each day) The day view lets you do everything you can from the week view, plus more. Puck

adding and removal works the same way as on the week view. Note that you can also delete a puck by dragging it to the puck corral on the right.

Additional things you can do on the day view:

- Add a set of lines and duties with the *Add Go* button towards the top. (You can use the fields above it to adjust details of the go)
- Navigate between days using the weekday buttons, calendar field/dropdown, and left/right arrows near the top.
- Go back to the week view using the *Whole Week* button. At the top left.
- View upgrades people are opted for toward the top. (You can also drag these pucks into slots)

- Add OCF lines (*Add timeless line (eg OCF)* button towards top)

- Clone a go for pits

- Control formation lineup by toggling the Lead star (left most column on lines)

- Modify auxillary information about lines by clicking *Show extras* towards top. This lets you set up loadout, airspace, TNs etc if you wish, as well as log maintenance effectivity.
- Cancel lines (Cnx circle towards right), cancel Gos (*Cancel Go* button) delete lines, or delete lines and gos
- Add details to events and meetings
- Mark inputs as ignored, ie not to show warnings and double or trip-schedule colors
- Convert group inputs to meetings by clicking the checks under *Meetings and training, inferred from inputs* section.

Right click to delete a puck.

You can control the line callsign pattern under Admin → Squadron extra config. From here, you can set the starting callsign, and the stagger pattern. If you wish to deviate from this, enter the desired number in the callsign field. Eg: "Lion 21", instead of just "Lion". The default value will then be ignored.

The left tabs on pucks and slots help you keep people on the same go between days. Slots are color-coded by generally morning, afternoon, and evening times. Pucks are color-coded based on which time the person flew the previous day, if applicable. Match slot and puck colors to keep people on the same go.

The orange and purple colors are used to indicate 2 and 3+ events on a day like in the week view, but are shown as highlighting on the name. Name color red on pucks indicates a warning.

Initial line callsigns are inferred from the flight lead's *Flight Callsign* field under *Admin -> People*. The *UG* columns next to pilots and WSOs indicate that person's line is an upgrade. (Sometimes this is inferred automatically). *IOR* indicates if that line contains the instructor of record or SEFE for that formation.

You can export the schedule to Excel from the bottom of the day editor. This is useful for printing and emailing a daily schedule. Note that you're less reliant on excel schedules than before, since all squadron members can view the Scheduling page directly.

The day editor, accessible only by shop members:

Annotations:

- Navigation:** Whole week, 2021-07-27, Monday, Tuesday, Wednesday, Thursday, Friday
- Warnings, ordered by severity:**
 - Loco is scheduled for a duty he/she is not qualified for
 - Kong is scheduled for a duty he/she is not qualified for
 - Hoard is scheduled through an input: Cert Academics
 - Loco doesn't have time for a sim brief
 - Popeye doesn't have time for a sim brief
 - Ban is scheduled through an office input
 - Cubik is scheduled through an office input
 - Ogor doesn't have time for a sim brief
 - Rider is scheduled through an office input
 - Toto has a long work day: 17 hours
 - Michael has an unfiled Fly input
 - 26 unfiled slots
- Start with this to populate initial duties:** Add Go
- Upgrade events opted:** Upgrade events
- Left slot tab color is time of day. Left Puct color is time of the Person's prev-day flight.**
- Set stars to define formations. These are 2-ships. Cfg, TN etc**
- Sullivan is switching to mornings**
- Hooked MQ event**

Go #	Line	Mission	Callsign	Pilot	UG	IOR	WSO	UG	IOR	Takeoff	Land	Rap	Tankr	UG Event	UG Eff	Notes	Gnx
20	SAT	DIRTY	11	Vicious 88-33			SULLIVAN 89-35			09:20	11:10	1		MQ SAT-3	HE SHP		
202		Inferred from Admin. Person		COWAN 109-50			Big 59-33			09:20	11:10	1		NO MOT ADD Ride	HE SHP		
203	Red Admin. Person			Groot 88-43			Woody 88-21			09:20	11:10	1				DS 201/205	
204		Flight Call Sign		Baby Thud 88-33			Hype 48-39			09:20	11:10	1					
501	LFE	BOLAR	51	Thanos 88-53			Champ 88-39			09:30	11:20	1					
502		Fit/Sim		Outback 88-43			SCOTCH 88-23			09:30	11:20	1					
503	LFE	MAD	71	Reheat 88-63			Shoop 88-33			09:30	11:20	1					
504			72	SEND IT 28-13			Zeus 88-53			09:30	11:20	1					

Top3 and instructors

Shop members, Top3s, and instructors can edit line number from the main schedule page by clicking on a line number from the view-only schedule. They can also mark upgrade effectivity status by clicking on a line's upgrade cell from the view-only schedule. This is useful for logging how a sortie went. (Effective? SNP? Gab?)

Inputs and Manning

The Inputs page offers an interface similar to PEX's commitments system. It's used for individuals to add timespans they're unavailable for. For example, leave, appointments, and PFAs.

Schedule/training shop members can see or edit anyone in the squadron's inputs, while normal members only have access to their own. Shop members can use the *Filer* section to filter by name, input type, and date range. You can also use the *Export to Excel* button to make an excel list of the currently-filtered inputs; this may be useful for printing etc.

While in transition to ScheduleTrain inputs, considering importing PEX imports in addition to using ScheduleTrain inputs. To do this, follow the instructions in the import section at the top of the page. (The import section is only visible for shop members)

Inputs interact directly with the scheduling board. On the week view, they're displayed at the bottom of each day, under these headings: *Office*, *Leave*, *Tdy*, and *Other all-day*. Pucks, and descriptions are displayed here as well. They will be removed from the *Avail* section if the input is all-day. A similar pattern is shown on the bottom of the day view, and Excel exports.

Validation warnings, and the associated puck colors will flag events that overlap with inputs.

Manning page

You can access the Manning page using the menu at the top. It provides a similar display of inputs and manning to the excel documents various squadrons use. A key difference is that inputs are not directly added here: They're pulled directly from the inputs system, and can be approved by flight-commanders and ADOs here. (You can edit users on the Admin page to grant flight-CC and ADO permissions).

From the Manning page, you can use the *Prev Month* and *Next month* buttons at the top to cycle between months.

The top section shows metrics: Eg how many lines are schedule, and availability based on job and qualification. The number of lines is pulled directly from the schedule. So, if you wish to use this functionality, consider pre-populating schedule shells based on expected flying.

Instructions for approving, and color-code are at the top of the page. Individual items are color-coded based on input type and approval status. *T* means TDY; *O* means Other input. *LL* means local leave. *L* means non-local leave. *D* means DNIF.

Upgrades

The Upgrades page allows you to track upgrade progress, and manage gradesheets. Its layout may look similar to upgrade tracker whiteboards you've used. Instructions for updating progress are at the top: *Click a cell, then select a date and instructor to update. Dark text means a gradesheet exists. Light/italic text means the event's inferred from the schedule. Double-click a light/italic item to create a gradesheet from a scheduled event. Double-click a bold one to view/edit the gradesheet.*

To add, or modify a syllabus, use the Admin page. Links are included at the top of the Upgrades page that go directly to the relevant parts: *Add/edit syllabi / events*, and *Set which syllabi and events your squadron uses*.

The upgrades page is linked to the schedule page: Upgrades marked effective here are reflected on the schedule, and vice versa. Also note that event marked as upgrades on the schedule show on the Upgrades page with date and instructor, even without making edits on the Upgrades page. (They show as non-bold text) Events in the future are shown with blue text.

Note that for longer upgrades, you may need to click the numbered buttons below *Pages* to view all events.

By default, all upgrades are shown on the main page. You can filter by syllabus using the *Filter* buttons towards the top. To add an upgrade, use the *Add an upgrade* form at the bottom of the page.

Gradesheets

To access gradesheets, click the *Gradesheets* button at the top of the page, or double-click an event. This will take you to the Gradesheets sub-page of the Upgrades page. Double-clicking will create a gradesheet if it doesn't exist, and will view it if it does. You can also add gradesheets directly from the *Gradesheets*.

By default, gradesheets are read-only. Instructors and shop members can click *Enable editing* at the top. This will change the displayed text into editable fields, dropdowns, and text boxes. Click *Save and disable editing* at the top to save changes.

The gradesheet functionality is designed only for effective rides. SNPs or other events that require more documentation should use traditional gradesheets.

Changes to the app

Scheduletrain is designed to be adaptable to the needs of fighter squadrons. If you have an idea, a bug report, or anything you think should result in a change to the app, contact Data using one of the email addresses at the top of this page. (For bug reports or anything critical, please use the personal email for faster response) If it's an easy or important change, I may be able to get it live quickly. 10 bad ideas and 1 good one are better than 0 ideas!