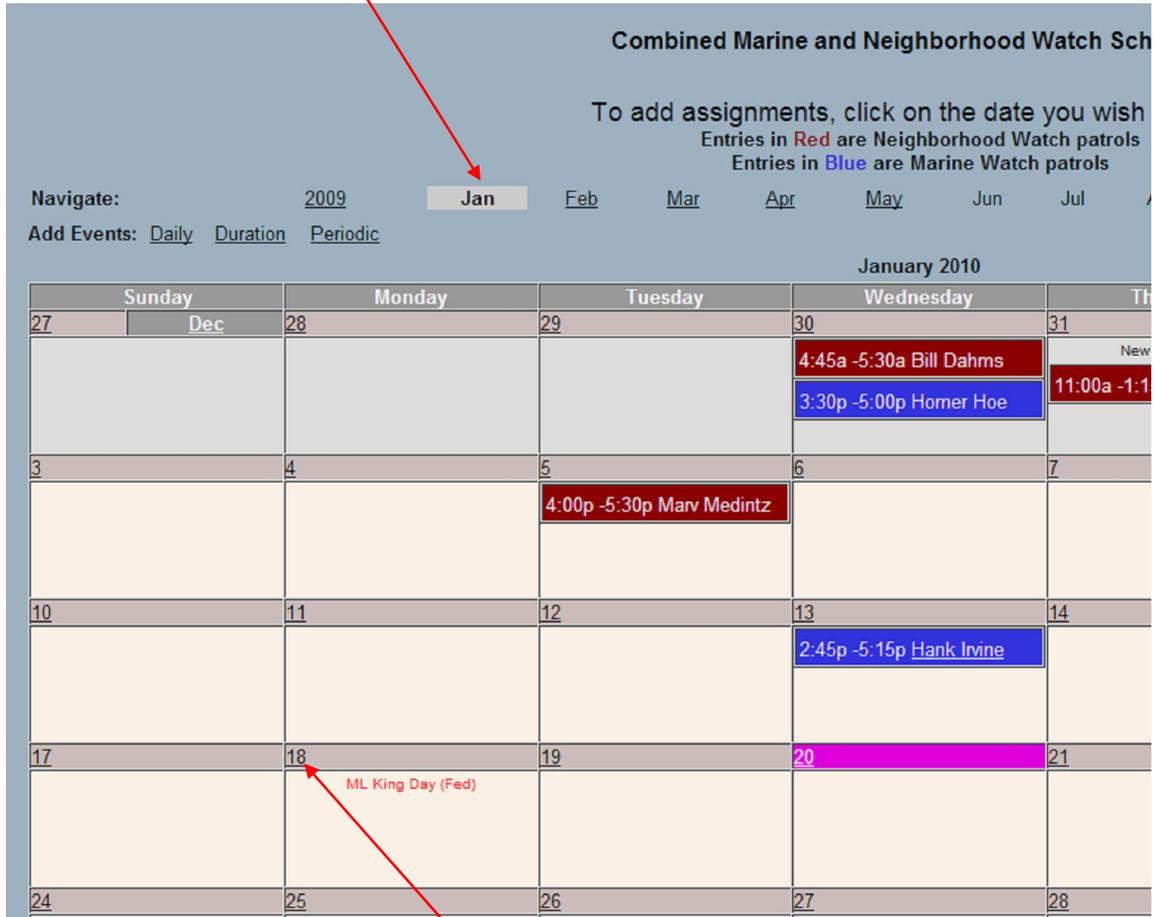


Usage Manual for Cape Haze Community Watch Calendar

You gain access to the Community Watch calendar from the CHPOA website, www.capehaze.org. Follow the link to the Community Watch page and then click on the "Calendar" link on the lower left. Access to the calendar is restricted and you will be prompted to enter a username and password. We all use the same username and password to gain access. Please contact Homer Hoe or another community patroller if you need to be reminded of the current username and password.

Once authorized, you will see the patrol calendar for the current month. All scheduled patrols will be displayed on the calendar, with the time for the patrol and the patroller's name shown on their scheduled day. The calendar shows both Marine and Neighborhood Watch patrols and you may schedule both types of patrol here. The two different types of patrols are indicated by a color code: Marine Patrols are shown in blue, Neighborhood Patrols are shown in red. Figure 1 below shows a portion of a sample calendar display. You will see the entire month displayed online.

Use the "Navigate:" menu to select the month you wish to schedule



Click on the day you wish to patrol

Figure 1: Typical Community Watch calendar display

Adding a Patrol

When you click on a day for which no other patrols are currently scheduled, the Scheduling Window will be displayed, as shown in Figure 2 below. To schedule a patrol, you need only enter three items of information:

- Your name
- The start and end time of your patrol
- The patrol type – either Neighborhood Watch or Marine Watch

These items are entered on the pop-up Scheduling Window as shown in the example below.

The screenshot shows a web-based scheduling interface. At the top, there is a calendar navigation bar with a yellow 'View Calendar' button and a grid of days. The date 'Thursday, January 28, 2010' is highlighted. Below this is the 'Create New Calendar Entry' form. The form has several fields and controls:

- Calendar Text:** A text input field containing 'Bill Dahms'. An annotation points to this field with the text: 'Enter your name in the "Calendar Text" box'.
- Start Time am/pm:** A dropdown menu showing '5:00' and a 'PM' dropdown. An annotation points to this area with the text: 'Select the start and end times for your patrol from the drop-down menus'.
- End Time am/pm:** A dropdown menu showing '7:00' and a 'PM' dropdown. This is also circled in red.
- Category:** A dropdown menu with 'Marine_Patrol' selected. An annotation points to this menu with the text: 'Select your patrol type from the "Category" drop-down menu'.
- Buttons:** 'Submit', 'Reset', 'Cancel', and 'Help' buttons are at the bottom. An annotation points to the 'Submit' button with the text: 'When finished, click the "Submit" button'.
- Other fields:** 'Draw Border' (checkbox), 'Popup Text or URL link', 'Color Select', 'Background Color', and 'Text Color' are also present.

A note at the bottom of the form reads: 'Note: For the Popup Text or URL Link field, entries like <http://www.domainname.com> or simply www.domainname.com will create www links on the calendar. Other entered text will cause a popup window link to be created.'

Figure 2: Scheduling Window

That's all there is to it. Once you click the "Submit" button, the patrol will be entered and your display will change to the Daily Events Window as shown in Figure 3 below.

To see the full calendar with your new patrol added, click on the yellow "View Calendar" button. If you wish to change something about the patrol you just scheduled, simply click on the "Edit" button and you will be returned to the Scheduling Window shown above.

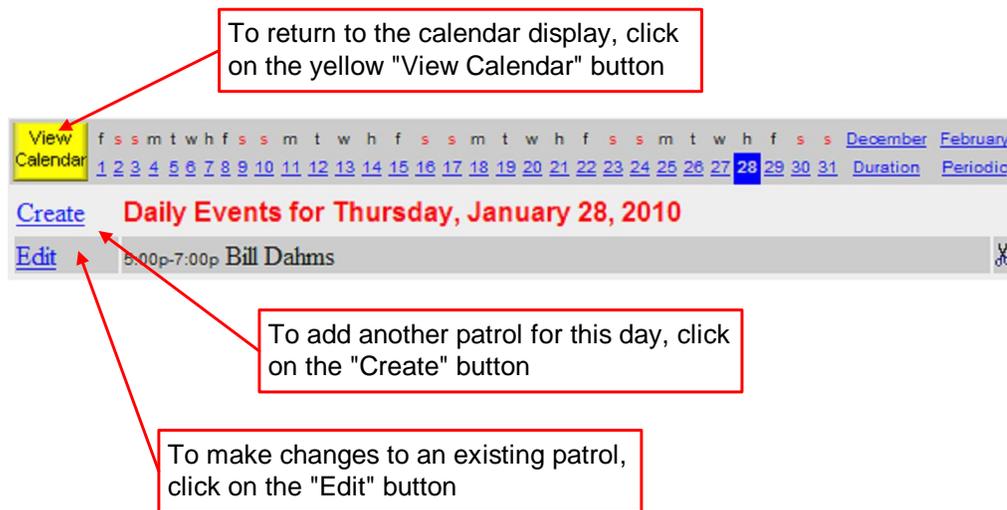


Figure 3: Daily Events Window

Adding a Second Patrol on Any Day

If you click on a day that already has another patrol scheduled for it, then you are not taken directly to the Scheduling Window. Instead, you will see the Daily Events Window for that day, as shown in Figure 3 above. Simply click on the “Create” button and the Scheduling Window will appear.

Modifying or Canceling a Scheduled Patrol

To change the times or anything else for a scheduled patrol, simply click on that day and the Daily Events Window will open. Click on the “Edit” button as shown in Figure 3 above and the Scheduling Window will appear. After you have made your changes, click on the “Submit” button to save them.

To cancel a scheduled patrol, click on that day and the Daily Events Window will open. Clicking on the “Edit” button will open the Scheduling Window. Click on the “Delete” button in the Scheduling Window and that patrol will be removed from the calendar.

Adding a Note to a Scheduled Patrol

The Scheduling Window allows you to provide additional information about your patrol. Adding a note is optional and is not required to schedule a patrol, but there may be times when you would like to share additional information with other patrollers. To do so, simply type your note in the box labeled “Popup Text or URL Link” on the Scheduling Window. When you click the “Submit” button, your patrol will be scheduled and it will be tagged with your note. Figure 4 below illustrates use of this feature.

Your patrol entry on the calendar will be underlined to indicate that additional information is available. Anyone viewing the calendar may click on the underlined patrol entry and a pop-up window will open displaying the note that you entered. Figure 5 below shows an example of a note being displayed in a pop-up window.

View Calendar f s s m t w h f s s m t w h f s s m t w h f s s m t w h f s s December February
 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Duration Periodic

Create New Calendar Entry **Thursday, January 28, 2010**

Calendar Text: Start Time am/pm: 5:00 PM End Time am/pm: 7:00 PM

Draw Border: Category: Neighborhood_Patrol

Popup Text or URL link: Enter any additional information in this box (optional)

Color Select: Default Background Color: Default Text Color

Note: For the Popup Text or URL Link field, entries like <http://www.domainname.com> or simply www.domainname.com will create www links on the calendar. Other entered text will cause a popup window link to be created.

Submit Reset Cancel Help

Figure 4: Adding an Optional Note

Click on the "Close" button when finished

Click on an underlined entry to view patrol notes in a pop-up window

Figure 5: Displaying an Optional Note