Google Calendar

Tasty Time Enterprises currently uses Google Calendar to schedule any events that are not processed through RCS. Events from both Lunch Box Express and Rich's Ice Cream Catering are put onto Google Calendar. Events are added to the date they are scheduled to occur and information is attached via PDF.

To create a new event:

1) Double click on the date for which you wish to create an event. This will bring you to the web page pictured below.

2) Fill in the "Add Title" with the title of the Event (See NAMING CONVENTIONS section)

3) Unclick the "All Day" box. This will bring up a set of hours boxes for you to fill in. Enter the approximate time that the event will be occurring, **INCLUDING DRIVE TIMES.** For instance, if an event serves from 12:00 pm – 1:30 pm in the bay area, it would be best to set the start time for 10:00 am and the end time for 3:30 pm. This helps us to account for personnel and equipment usage properly.

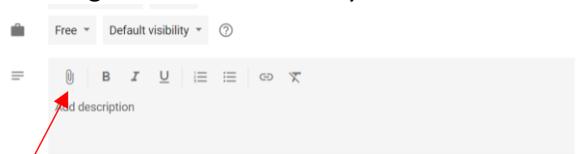4) After the approximate times have been entered, attach the PDF that you emailed to the customer to the event. Do this by clicking the paper clip above the "Add Description" Box and selecting the document from your files.

5) After attaching the document, you will need to select the color that will appear next to the event on the calendar. Different colors correspond to different types of events. Red is used for Ice Cream event, Blue is used for Lunch Box Express Events, and Yellow is used for pending orders. Once a pending order has been confirmed, the dot should be changed to red or blue.
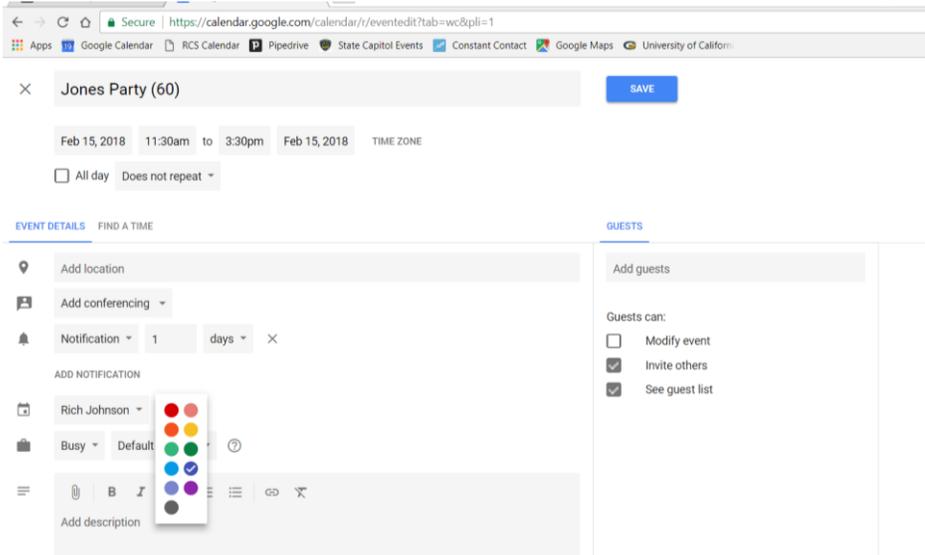
6) Hit 'Save' to save your event to the calendar when all of the details have been entered. If you have done everything correctly, your event show up as a new line item on the day you selected.
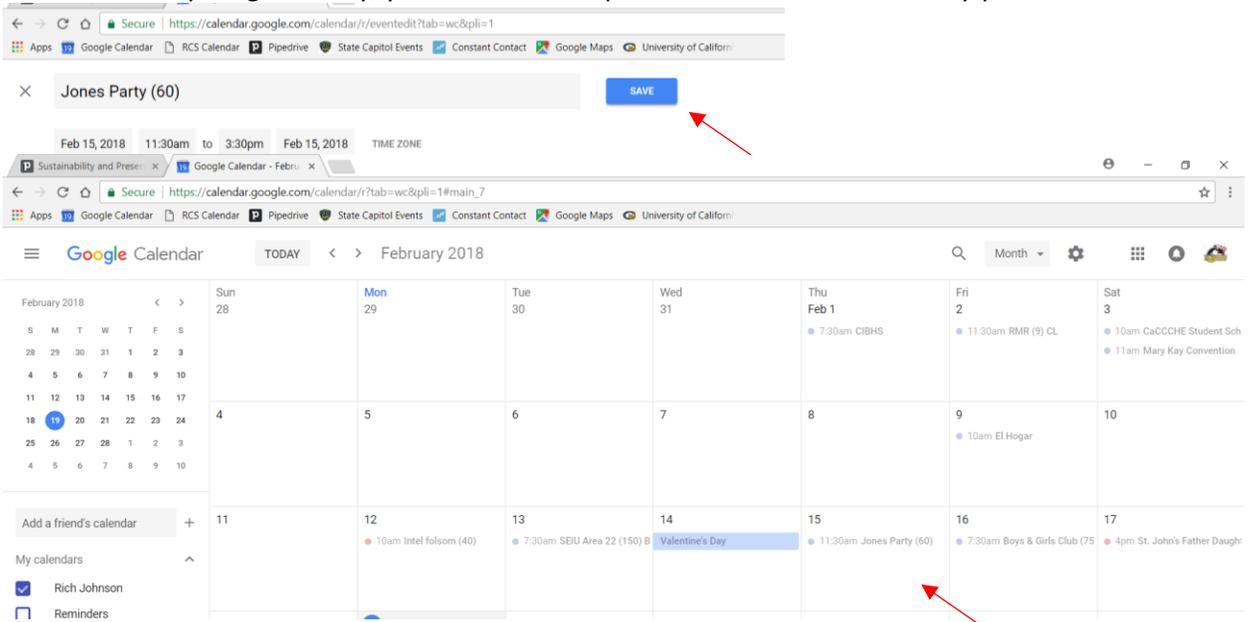
Naming Conventions

Files are named and labelled specifically so that they convey the maximum amount of information in the minimum amount of space.

When creating a contract it should be saved in its working form (Excel, Publisher, etc) and then as a PDF to email to the client. Both copies should be named the same. Proper naming convention is:

"Client" "Event" "Serve Date"

For instance, if you are putting together a contract to serve 100 people ice cream for Volcano Corporation's Employee Appreciation event on February 28th, 2057, the contract should be saved as:

Volcano Employee Appreciation 2-28-57.pdf/exe/pub

When entering events into the Google Calendar, proper naming convention is:

"Client" "Event" "(Serve Count)"

So to use our previous example, the event would be titled:

Volcano Employee Appreciation (100)

Finding Events

Occasionally, you will need to reference a past event. Events have been recorded in Google Calendar since 2013, and all events should have previous files attached for you to view. To search for an event, click the magnifying glass in the top right corner of the calendar and begin typing the event or client name. This will produce a drop down bar with results that match your search.