PSched Demo Script Sample
Video Capture with Voice-over

Introduction

Action	Narration
Music swell - 3 seconds: • PSched logo appears center of screen during music swell. • Logo remains on screen throughout Introduction. • Logo rotates slowly.	
Music plays quietly in background.	Welcome to a demonstration of PSched – a truly dynamic job scheduling package. We think you will quickly see how using PSched in your shop will enhance your scheduling and job tracking abilities.
Small music swell – 2 seconds.	
Music plays quietly in background.	Now, sit back and relax as we give you an overview of PSched's many features.
Music fade.	

Transition

Action	Narration
Transition Screen: • Display "All the work at a glance!" graphic for 2 seconds.	

Weekly Schedule Window

Action	Narration
Display Weekly Schedule Window.	You are looking at the Weekly Schedule Window which provides "your company at a glance". A majority of the Scheduler's time is spent utilizing the features and functions of this screen. Navigation in PSched is designed to be intuitive and flexible with multiple ways to accomplish many of the actions.
Move the mouse pointer in a slow circle.	Pay close attention to the mouse pointer, it will show you where the action is occurring.
Point out each area as it is mentioned.	Before we get into the actual scheduling tasks, let's take a tour of the Weekly Schedule window which is consists of the… - Navigation Calendar - Order Specific Functions - Status and Navigation Functions - Departments and Resources list 7-Day Work Schedule, and - General Functions. *(Hesitate slightly after naming each area to allow the viewer to focus on the named area.)*
Move the mouse pointer over a couple of buttons to display the tag.	Most of the buttons and display areas in the PSched windows have descriptive tags that appear when you move the mouse pointer over them.
Move the pointer to show… - Department label - Calendar label, then - Search button label.	The tags provide either a more complete name of the field or give information as to how to use the field or area. These descriptive tags help make PSched easy to learn and use.
	In addition, all items shown in a given window are described in detail in the <u>User's Manual</u> you receive when your version of PSched is installed.

Departments and Resources

Action	Narration
Point to the Departments & Resources list.	Down the left side of the Weekly Schedule window is a list of Departments (shown in blue) and their associated employee functions or equipment (known to PSched as Resources) shown in red. Departments and Resources used are customized based on your shop's organization and equipment. This eliminates the time and frustration involved in learning someone else's terms.
Point out several percentages.	Are you ever unsure the customer's deadline can be met? The Department Utilization Percentage lets the Department Manager know their current workload at a quick glance. This PSched tool helps them plan how best to utilize the employees to get the work done. We'll work with you during the PSched installation to determine the configurable time value for each of your department's 100% workload.
Point to several different size bars.	The Resource Utilization Bars give the Schedulers, the Managers and the shopfloor employees a quick look at how the workload is distributed across resources in each department.
Point the specific color resource bar as it is named: • Less than 100% (bright green) • 50 - 100% (yellow) • More than 100% (brown).	These bars vary in color and length according to the total time scheduled for a given Resource on a given day: bright green indicates up to 50% of the available time is scheduled, the yellow portion appears when the workload increases between 51 and 100% and brown indicates scheduled overtime. *(Hesitate slightly after naming each bar to allow the viewer to focus on the named bar.)*

Detail Window and Hot Job Indicators

Action	Narration
Open the Detail Window.	Information about what composes the workload for a given resource on a given day is obtained by clicking on the Resource Utilization bar in the 7-Day Work Schedule.
Point out work progress indicators and Hot Job indicators.	The Detail Window also shows the current status for each workorder and indicates if the work is top priority with a Hot indicator. A Hot indicator with a yellow background means this resource is waiting for work in another department to be completed on the same day. The red background lets you know someone else further down the production line is waiting on this task to finish.
Click on a Hot Job Indicator.	A description of why the job is considered "hot" is displayed when you click on the Hot Job Indicator. Clicking on the time associated with a workorder pops up a list of tasks to be performed by the Resource.
	You have now drilled down into the information from looking at the load on all the resources in the shop on the Weekly Schedule Window to looking at the job level information for a given resource on a given day to the task level information for a specific job which is part of the load on the resource.
	All this with just a few mouse clicks!

Changing Dates

Action	Narration
	Let me demonstrate how easy it is to change the dates displayed in PSched's Weekly Schedule Window.
Click on a day in the 7-Day Work Schedule.	One way is to click on a day in the 7-Day Work Schedule.
Click on a date in one of the Navigation Calendars.	Another option is to click on a date in one of the 3 Navigation Calendars.
Move the pointer down the 1st column. Drag the pointer across the next 6 dates.	In both instances, the chosen day moves to the far left column of the 7-Day Work Schedule and the next 6 days are displayed.
Point out the highlighted week in the middle calendar.	Also, the week highlighted in the Navigation calendar now begins with the date you selected
Point out Saturday and Sunday.	Notice that Saturday and Sunday's dates have a gray background to give the scheduler a quick way to identify the weekend. Having various ways to change the displayed date is just some of the flexibility and usability that is built into PSched!
Small music swell.	Now that you have an overview of how to move around the Weekly Schedule window and some of the information you can get from this window, let's look at how a workorder is initially scheduled in PSched.
Music fade.	