Use Case-Route Scheduling Request to Calendar

Document Information

Document Title	*Route Scheduling Request to Calendar*
Document Owner	Tonua Norice
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Status	Final
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Brief Description

This use case starts when a scheduling request is logged as a new row in the Google Sheet tracker. It ends when the request has a recorded result: a calendar event created with its Event ID written back, or the request marked Not Required and Complete.

Actors

a. Requester
b. Google Apps Script (the automation)
c. Google Sheet (the request tracker)
d. Google Calendar
e. Reviewer (the person who corrects errors)

Pre-Conditions

The request row includes a date, start and end times, and Calendar Required (Yes or No).

The time-based trigger is set up in Apps Script.

Basic Flow

1. The request is logged as a new row in the Google Sheet.
2. The time-based trigger starts the script on its schedule.
3. The script reads each request row that has a Request ID.
4. The script checks that the row doesn't already have an Event ID or a status of Created.
5. The script applies the routing rule: Calendar Required = Yes.

6. The script builds the start and end times and confirms the end time is after the start time.
7. The script creates the Google Calendar event with the request ID, requestor and notes.
8. The script writes Calendar Status, Event ID and Automation Status back to the row.

Alternate/

3a. The row has no Request ID: it's skipped.

4a. The row already has an Event ID or a status of Created: it's skipped, so no duplicate event is created.

5a. Calendar Required isn't Yes: the row is marked Not Required and Complete. The use case ends.

Exception Flows

6a. The times are invalid, or the end isn't after the start: Calendar Status is set to Error, and the reason is written to the row. The reviewer corrects it, and it's tried again on the next run.

7a. The event can't be created: Calendar Status is set to Error, and the reason is written to the row. It's tried again on the next run.

Post Conditions

Every processed request has a recorded result: an event with its Event ID, Not Required and Complete, or Error with a reason.

No request ever gets more than one calendar event.

Supplemental Requirements

BR1: A calendar event is created only when Calendar Required is Yes. Any other value, including a blank, is treated as Not Required.

BR2: The end time must be after the start time.

BR3: A row that already has an Event ID or a status of Created is never processed again.

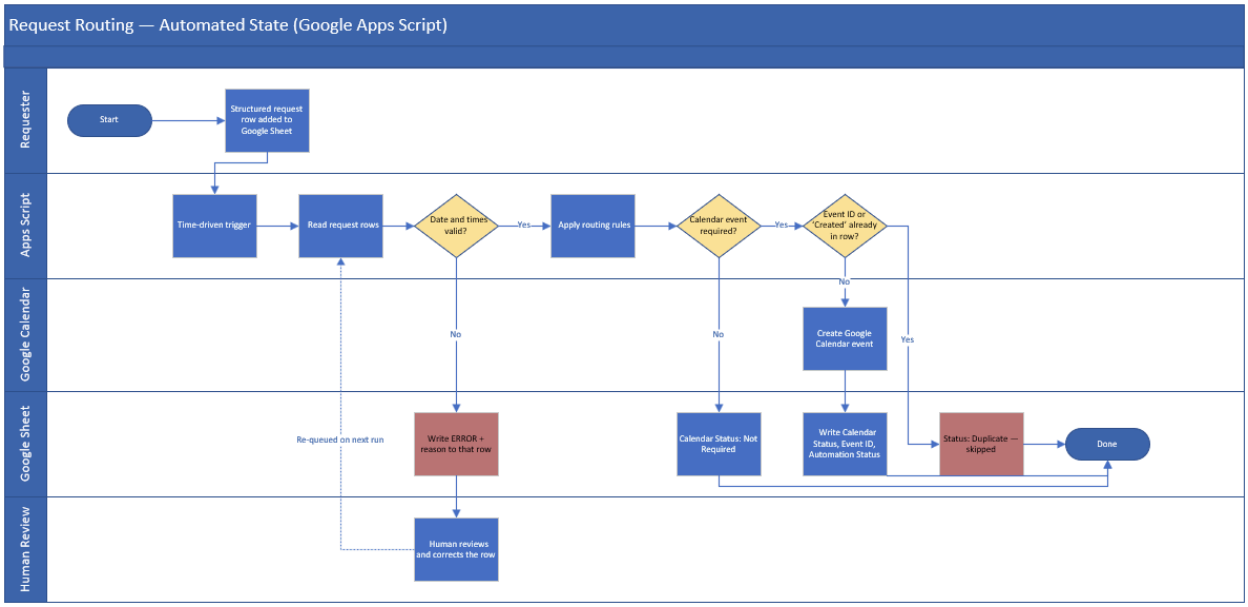
BR4: Errors are recorded on the row, with a reason, for human review.

BR5: Rows without a Request ID are not processed.

Open question: Confirm whether a blank Calendar Required should be treated as Not Required or flagged for review.

Testing note: Both routing paths were tested with three sample requests, TEST-001 through TEST-003.

Visual Model



Revision History

V.	Date	Author	Description	Status
v1	11/10/2026	Tonua Norice	Drafted with Claude's help from the built workflow; verified by Tonua against the script and test results - Final.	