Volume

7

WAYNE ENTERPRISES INC

Revolution Titanium™

Event Scheduling User's Manual

P.O. Box 1238
Linden, CA 95236
Phone 209.887.2008, 800-211-5542

Event Scheduling User's Manual

Table of Contents

Accessing Your Software for the First Time

The Event Scheduling software is a web-based program that works within Windows Internet Explorer or Firefox. You can access the software by typing the http://DomainName inside the address field of your browser window. This will take you to the main webpage for the Event Scheduling software. You will need to install a special Active X plug-in into your browser in order to use the Event Scheduling software.

Figure 1 – Main Web Page

If you don't see the colorful world on the main page, then the first plug-in needed is Flash. The browser will prompt you to load the flash plug-in. Follow the flash instructions for installation.

Installing the Revolution Plug-In for the Internet Explorer

To install the Event Scheduling software plug-in, use the following instructions:

Figure 2 – Installing the Plug-In

1. Click on the "Log In" button shown on the Main Page.

2. Then click on the orange "Plug-in" button on the "Log In" page

3. This will start the Omnis Web Client installer program. Use the default settings by just clicking on the "Next" button until you get to the restart page and then click on the "Close" button.

4. Click the "Close" button to restart your computer.

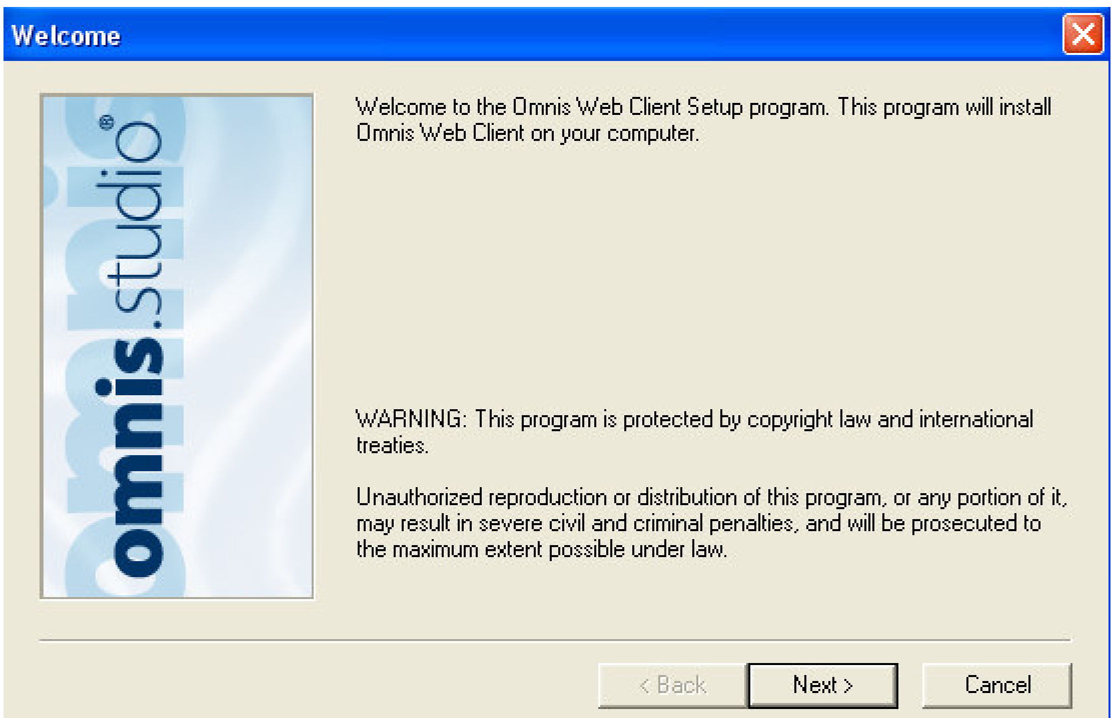


Figure 3 – Installing the Plug-In

5. Once the computer is restarted, return to the Main web page (http://DomainName) and click on the "Log In" button. This will take you to the Event Scheduling log on window.

Logging On

1. Click on the "Log In" button to enter the log on page. Then click on the orange "Log In" button.

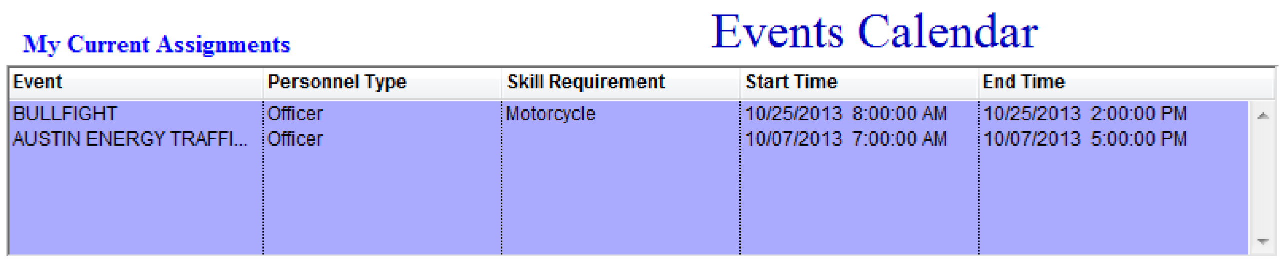
2. If the plug-in is installed properly, a password window will appear inside the browser window so you can log into the system. Enter your last name and password.

3. If this is your first time logging in, you will be asked to change your password and enter your email address.

Once you have logged in, you will see the "Events Calendar" page, three tab panes and three calendars with lists that contain the events for the months listed. This page is used for the Event Officers to schedule themselves on available events.

Events Calendar for Officers

The Events Calendar page is used by the officers to schedule themselves for available events. At the top left corner of the window the "My Current Assignments" list appears. This list contains all the event shifts you are currently assigned to work.



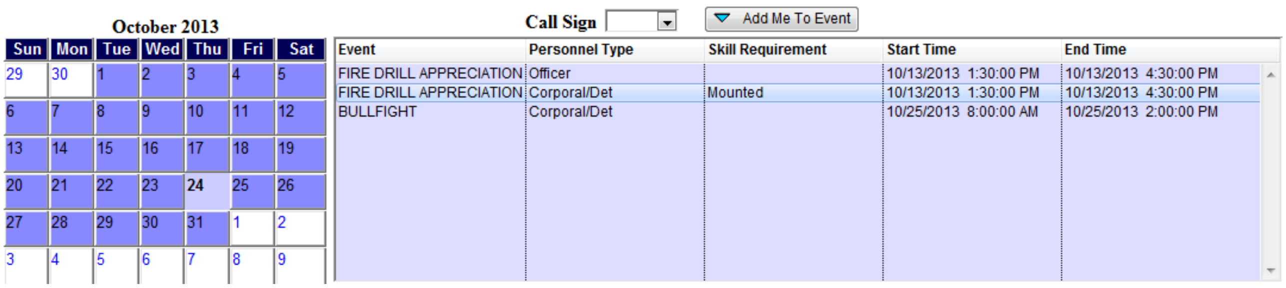
Just below the current assignments list is a tab bar. The tab bar defaults to the **"Event Sign-up"** tab since it is most commonly used by the officers to schedule themselves for event shifts.

The "Event Sign-up" tab displays events listed in three month increments. The **"Personal Settings"** tab is used to update your personal information or password. The **"Time Sheet"** tab is used to update your ending hours after working an event. Any one of these tabs may not be accessible depending on your agency's requirements.

Scheduling Yourself to an Event

Beside each calendar month on the "Event Sign-up" tab is a list that describes the events, number of positions needed, and the scheduled hours for each position. Follow the below procedure to sign up for an event.

1. Inside the list beside each calendar, select the event and shift you want to work. Then click on the "Add Me To Event" button just above the list. This will add the shift to your "My Current Events" list at the top right corner of the window. Each monthly calendar has its own "Add Me To Event" button and can only be used by its specific list. You must meet the PERSONNEL TYPE and SKILL REQUIREMENT of the position before the system will allow you to add yourself to the event.



Removing Yourself from an Event

Officers are not allowed to remove themselves from an event. You must contact the event supervisor to be removed.

Printing Your Scheduled Shifts

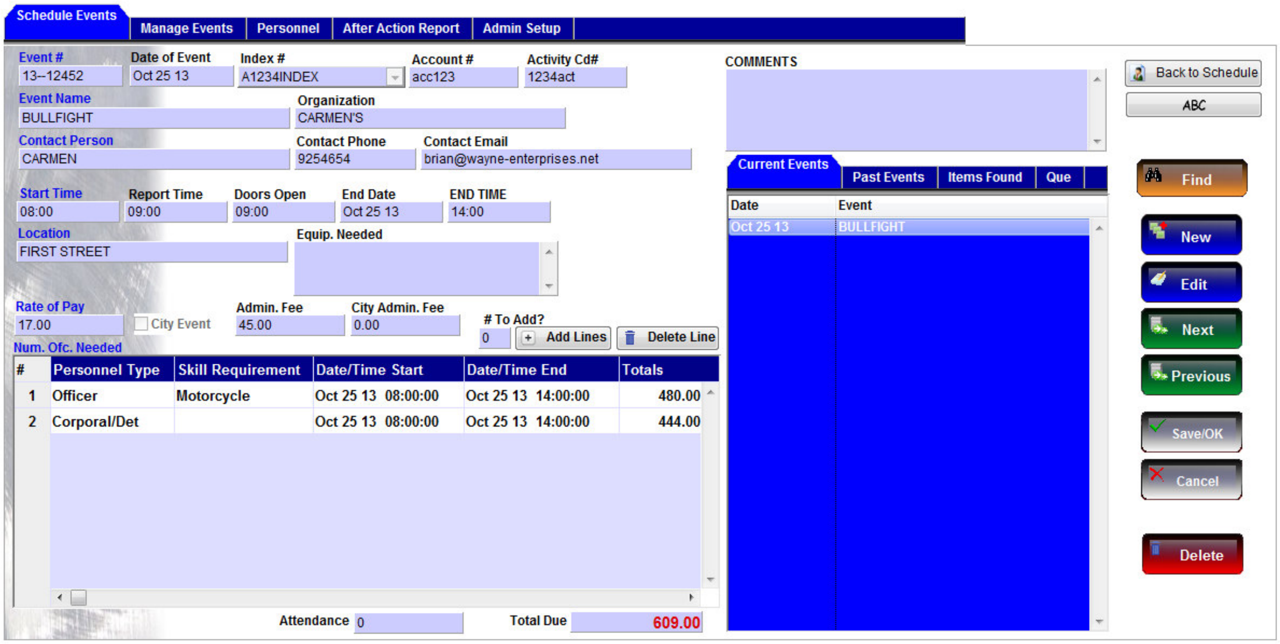
Officers can print out their selected shifts which are displayed inside the "My Current Assignments" list by clicking on the "Print My Schedule" button at the top right corner of the window.

Coordinator Page Button

The "Coordinator Page" button allows Administrators, Coordinators, Officers In Charge, and other supervisors to access the administrative side of the software.

Coordinator Page

To schedule new events into the system, open your browser and go to the http://DomainName address to access the main page. Click on the orange "Log On" button and log in. Then click on the "Coordinator Page" button at the top right corner of the window. The Coordinator page is divided into five sections using the Tab pane at the top of the window. The sections are "Schedule Events", "Current Events", "ESO Officers", "After Action Report", "Setup."



Scheduling Events

Click on to the Schedule Events tab. This is where all new events are inserted or edited into the system.

1. **Inserting A New Event -** Click on the "New" 

button at the right side of the "Schedule Event" tab. Some of the fields are described below.

   a. The "Event #" field is generated automatically when you save your event.

   b. The "Date of Event" is the actual date of the event and is the starting date for calculating time for each position.

   c. The "Index #" is the City/County/Agency index code of the event organization.

   d. The "Account #" is the account number assigned to the event organization by the City/County/Agency.

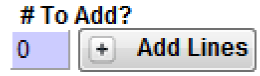
   e. The "Activity Code" field is the assigned to the event organization by the City/County/Agency.

   f. The "Start Time" field is the actual start time of the employee. This is the time they are supposed to report at the staging/briefing/meeting location.

   g. The "Report Time" field is the time that personnel should be at the event.

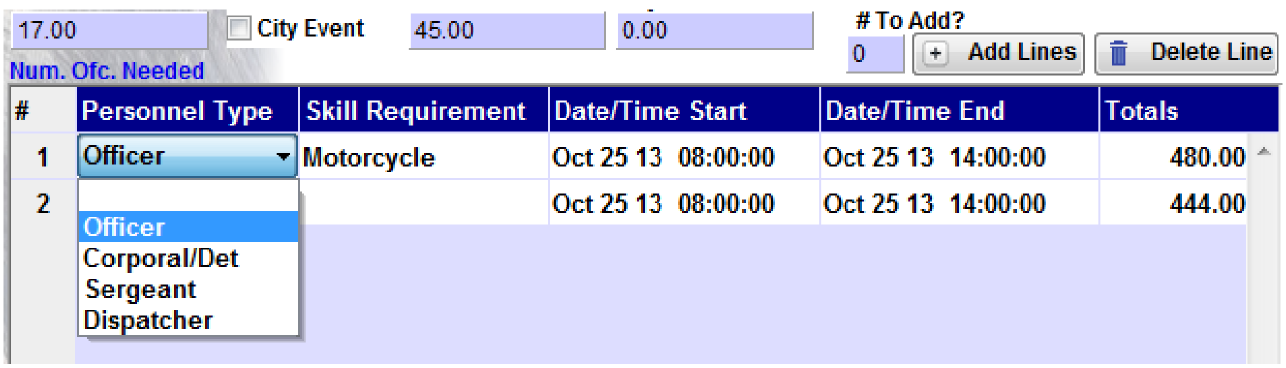
   h. The "Doors Open" field is the time the event actually opens the doors to the public.

i. The “Rate Of Pay” field will enter the default rate of pay when no other pay is listed for the individual employee, the Personnel Type, or the Skill Requirement.

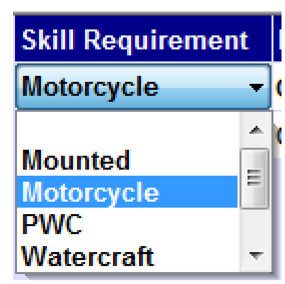
j. Enter the number of personnel needed for the event inside this field 

and clicking on the “Add Lines” button. This will add the specific number of positions for the event inside the list at the bottom of the screen. The system will by default make each position an officer and indicate the default dates and times. You can add additional personnel by again entering a number and clicking on the “Add Lines” button.

k. Change the Personnel Type by clicking into the column and dropping down the type list. When you select the type of personnel, only that specific personnel will be able to sign up



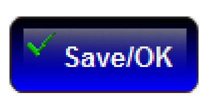
for that position.



l. Change the Skill Requirement by clicking into the column and dropping down the type list. Select the Skill required. This will restrict the position to personnel who has the necessary requirement.

m. Change the start and end dates/times for each position inside the list as needed.

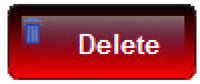
n. The totals for each position is calculated after you save the event.

o. Click on the “Save/OK” button 

to save the information into the database. Once you have saved the event, the event should display inside the blue list on the right side of the window under the “Current Events” tab.

2. **Deleting A Position** – To delete a position from the “# of Ofc Needed” list, select the position inside the list and then click on the 

button.

3. **Deleting An Event –** To delete the complete event you must first delete all personnel positions from the event. Then you can click on the "Delete" 

button.

4. **Editing An Event Record –** Select the "Current Events" tab and click on the event inside the list that you want to edit. This will populate the information into the fields. Click on the "Edit" 

button and make the desired changes. Then click on the "Save/OK" button to save the changes.

5. **Finding Events –** Click on the "Find" 

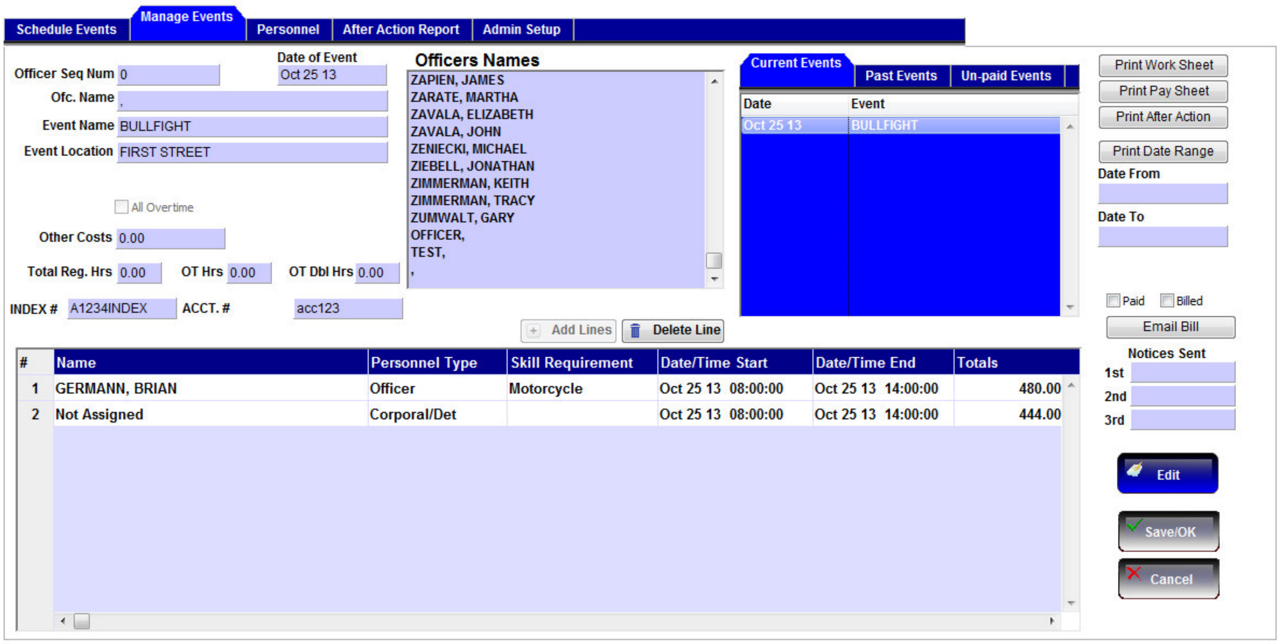
button and enter the event number, date, name or contact person. Then click on the "Save/OK" button. This will populate a list of found matches inside the "Items Found" tab. You can then click on each found event to see its complete information.

Event "Que"

The "Que" tab on the center tab pane is for holding events that may have been entered by the organization having the event. This can be done from the main website page if your department desires to allow this feature. Events inside the queue are not added into the "Current Events" system until the Administrator checks over the information and then Edits the event by adding the number of officers needed for the event.

Manage Events Tab

The "Manage Events" tab is located at the top of the page. This tab is used to manage the personnel working the event and the hours they are working. This tab has the following features:



- **Officers' Names List** – This list contains the names of all personnel that are entered into the system.

- **Current / Past / Un-paid Events Tab Bar** – This tab bar is used to show the current, past, and un-paid events. The first two tabs are self explanatory. The "Un-paid Events" tab displays the events that have not been paid for by the organizer.

- **Assigned Officers** – When you click on the Current/Past/Un-paid Events tab, it will list the appropriate events. When you click on an event, it will populate a list to the bottom right side of the page displaying how many positions are available for the event. It also shows who is working the event and how many positions are "Not Assigned." Click on a position inside the list to populate the fields above the list.

Changing Assigned Hours

When you first insert the event into the system, you enter the starting time, ending time, and number of officers for the event. This will initially set all positions for the event to the starting and ending times for the event and calculate the projected costs. If you need some positions to start at different times or you need to change the hours worked after the event, follow the

below procedures:

1. **Select the event** inside the event list and click on the "Edit" 

button.

2. **Select the personnel position** you want to change inside the bottom list. This will populate the information for the position inside the above fields.

#	Name	Personnel Type	Skill Requirement	Date/Time Start	Date/Time End	Totals
1	GERMANN, BRIAN	Officer	Motorcycle	Oct 25 13 08:00:00	Oct 25 13 14:00:00	480.00
2	Not Assigned	Corporal/Det		Oct 25 13 08:00:00	Oct 25 13 14:00:00	444.00

3. **Make changes** in fields above or inside the list. You can add a person's name to a position by clicking into the "Name" column inside the position list and then select a name in the "Personnel" list.

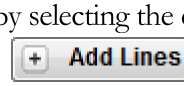
   a. The "Total Reg. Hrs." field is calculated using the default hourly amount that was inserted in the "Setup" tab or the default amount entered on the Officer's individual record on the "Personnel" tab…whichever is greater. Most agencies enter this amount as the regular overtime rate.

   b. The "OT Hrs" field calculates at time and one-half of the default hourly rate to the existing hours in the field.

   c. The "OT Dbl Hrs." field calculates double time of the default hourly rate to the existing hours in the field.

4. **Save changes** by clicking on the "Save/OK" button at the bottom right corner of the page. This will save the changes to the server and update the hours inside the assigned officers' list.

5. **Remove someone** from a position by clicking into the "Name" column inside the position list. Change the "Officer Seq. Num." to "0" (zero.) Then click the "Save/OK" button. This will remove the name from the position.

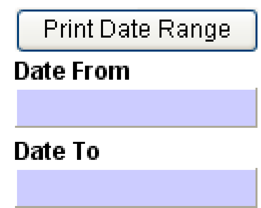
6. **Add additional personnel positions** to an event by selecting the event inside the events list and then click on the "Edit" button. Then click on the 

button. Click one time for each position that you are adding to the event.

Printing the Work Sheet, Invoice, and After Action Report

1. **Print the work sheet** by clicking on an event inside the events' list and then clicking on the "Print Work Sheet" button at the top right corner of the page.

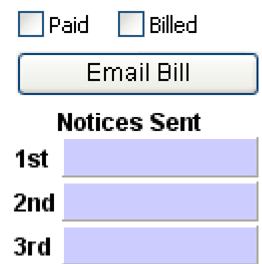
2. **Print the invoice** by clicking on an event inside the events list and then clicking on the "Print Pay Sheet" button at the top right corner of the page.



3. **Print a list of events,** the number of positions assigned, and which officers are assigned to the event by entering a "from" and "to" date inside the provided fields. Then click on the "Print Date Range" button.

Billing the Event Organizers

You can either email the invoice to the organizer or print and mail the invoice.

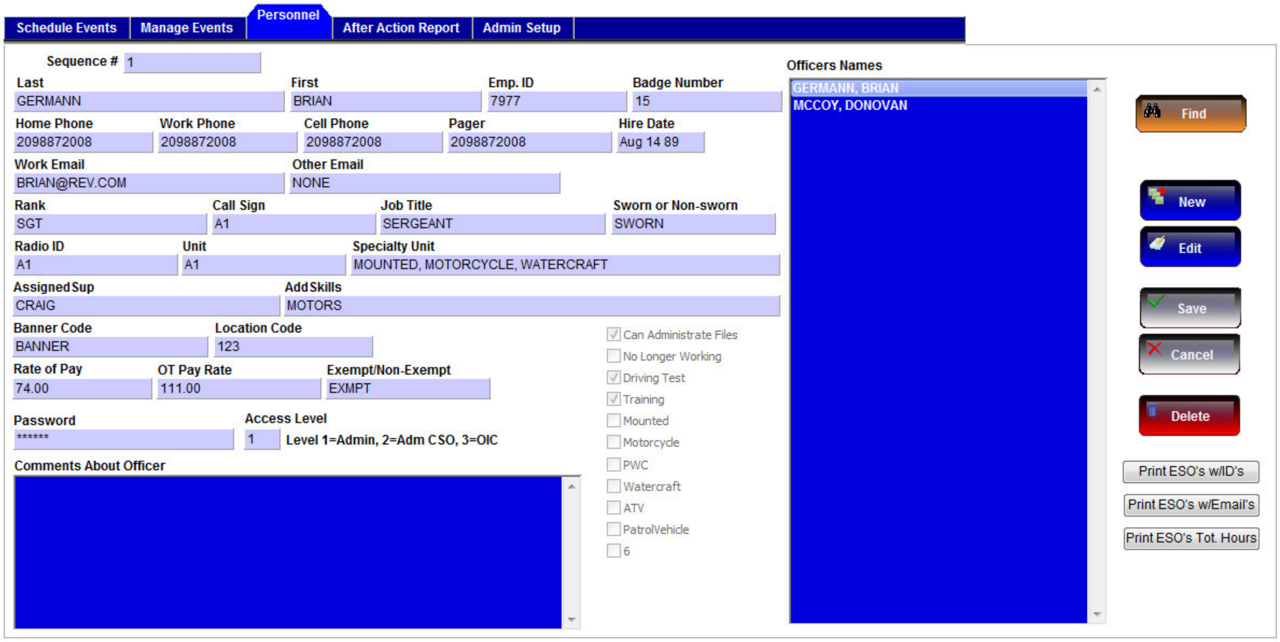


1. **Email the invoice** by selecting the event inside the events' list and clicking on the "Email Bill" button. This will place a date inside one of the "Notices Sent" fields and check-mark the "Billed" box. Each time another invoice is emailed it will add another date to one of the "Notices Sent" fields.

2. **Mail the invoice** by clicking on an event inside the events' list and then clicking on the "Print Pay Sheet" button at the top right corner of the page. Then check-mark the "Billed" box and enter a date inside one of the "Notices Sent" fields.

Personnel

The "Personnel" tab is where all employees who may be using the system are given some form of access.



Special Fields

There are a few fields that determine a level of access for an employee.

- **Can Administrate Files** – This check box allows an employee to enter the Coordinator Pages which is the administrative side of the software.

- **Password Field** – This field contains the password. Whenever someone forgets their password, you can change it to their ID number so they can log in. Then have them go to the "Personnel Settings" tab to change their password.

- **Rate of Pay** – You do not have to enter anything for this field unless the employee makes a different rate then the Agency's pre-defined default rate.

- **Access Level** – This determines what an employee can do when they are logged into the system.
    - Level 1 – This is the Administrators level. This level allows full access to the system with no limitations.
    - Level 2 – This is the Coordinators level. This level allows full access to make any changes, but does not allow the use of any billing features.

  - o Level 3 – This is the Officer In Charge (OIC) level. This level is for employees who supervised the scene of the event. It gives them the ability to enter the OIC Pages but only the After Action Report tab.

- **Print Emp's w/988's** – This button will create a report listing all employees and their ID numbers.

- **Print Emp's w/emails** – This button will create a report listing all employees and their email addresses.

- **Print Emp's Total Hrs** – This button will print a report containing each employees total hours worked for all events.

- **No Longer Working** – When an employee is no longer working for the agency, you will want to remove them from the list of current employees. Check this box and click "Edit" to save the change. This will keep the employee's record in the system but it will be archived so it can't be seen. You can use the "Find" button to see the employee's information.

Inserting or Editing Employee Records

1. **Inserting A New Employee** – Click on the "New" 

button at the right side of the "Personnel" tab. Enter the desired information in all the fields. Make sure you initially enter the employee's ID number as their password. This will cause the system to make them change their password when they first log in. Click on the "Save/OK" button to save the information into the database. Once you have saved the employee's record, their name should display inside the "Personnel" list.

2. **Editing An Employee's Record** – Select the employee inside the "Personnel" list. This will populate the information into the fields. Click the "Edit" button and make the desired changes. Then click on the "Save/OK" button.

Finding Employee Records

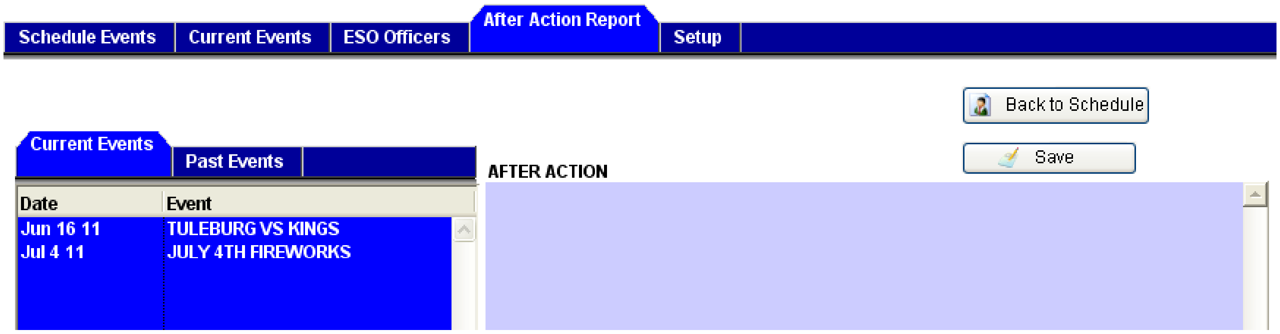
1. **Finding Employees** – Click on the "Find" button and enter the employees first name, last name, call sign, or ID number. Then click on the "Save/OK" button. If there is a match, the record will show up inside the fields.

Deleting an Employee

When you delete personnel, the employee is never really taken out of the system. The system simply checks the "No Longer Working" check box. and then click the "Edit" button to save the record. This will take the employee out of the "Personnel" list. You can always do a find on the name if you want to see the employee's information. You can make the employee Active again by editing the employee's record and un-checking the "No Longer Working" check box.

After Action Tab

This tab is used to record the After Action report for each event.



Adding the After Action Report

After selecting the "After Action Report" tab, select the "Current Events" or the "Past Events" tab to see the listed events. Then click on the event you wish to add the After Action Report. Click the cursor into the "AFTER ACTION" field and type your report. When you are finished, click on the save button to save the report.

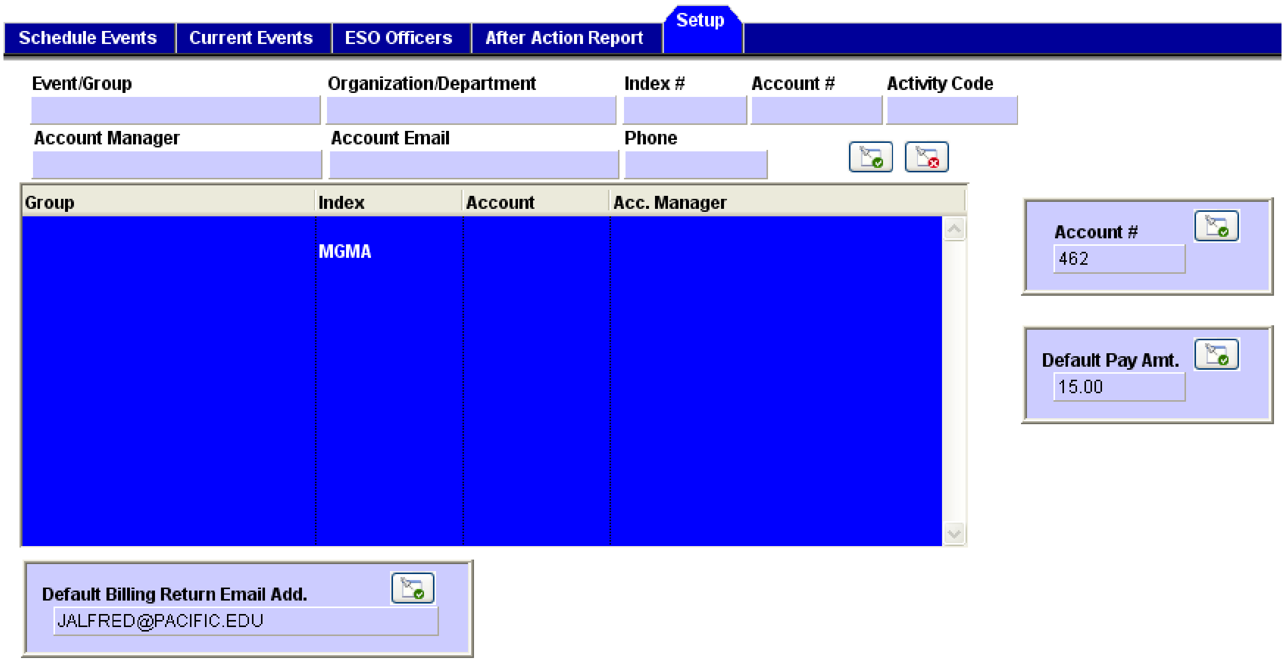
This may be the only tab you have access to on the Administrative or OIC page. If so, you can click the "Back to Schedule" button to return to the scheduling page.

Agency Setup Tab

The "Setup" tab is where the department's setup information is located. It is also where you enter organizations that continuously use your services.

Special Fields

- **Event # –** This field holds the next number that will be assigned to an event entered into the system. You can change the number and then click the icon to save the change.
- **Default Pay Amount –** This field holds the agency's default regular pay amount. You can change the amount and then click the icon to save the change.
- **Default Billing Return Email Address –** This field is used to tell the billing system what the default return email address should be. You can change the address and then click the icon to save the change.



Adding Organizations to the Data Base

Some organizations have annual events. These organizations can be entered into the data base so less data entry is required when their event returns. To add an event, simply fill out the event fields and click on the  icon to save the record.

To edit, first select the organization inside the list and then make the changes desired. Click on the icon to  save the changes.

To delete an organization, select the organization from the list and then click on the  icon.