

Northumbria Blood Bikes

Online Rostering System

User Guide


There are many views and ways to move around the Online Rostering System, this guide will highlight the main features and quick tips for navigating the system.

There are three sets of links that are available at all times:

- At any point, clicking on the title line "Online Rostering System" will return you to calendar view.
- At any point, clicking on the NBB Logo will return you to the main website home page.
- There are three main views of the live roster: Week at a time, Day at a time and Month at time. There are three links at the bottom of the screen called view day, view week and view month, clicking any of these links returns to the calendar view showing day, week or month accordingly.

Please see the diagram overleaf for more details

Figure 1: OLRS in week view highlighting global links



Click Logo to return to web site homepage

03/11/2015
goto
Help
Rosters
Report
Search:

You are michael thompson
Log Off
User list

Online Rostering System
Click Label to return to calendar view

Northumbria Blood Bikes - Operations

<< Go To Week Before
Go To This Week
Go To Week After >>

Shift:	Mon 09 Mar	Tue 10 Mar	Wed 11 Mar	Thu 12 Mar	Fri 13 Mar	Sat 14 Mar	Sun 15 Mar	Shift:
C2 Car 2 Days								C2 Car 2 Days
C2 Car 2 Night								C2 Car 2 Night
GNAAS BoB		Dan McGarrie	Alan Johnson	michael thompson				GNAAS BoB
B1 South Days						Philippa Bromley	tim roberts	B1 South Days
B1 South Nights	alan ross	chris mitchell		chris mitchell	ken tait			B1 South Nights
B2 North Days								B2 North Days
B2 North Nights								B2 North Nights
Spare ~ Do Not Use								Spare ~ Do Not Use
Spare ~ Do Not Use								Spare ~ Do Not Use
Coordinator Mornings								Coordinator Mornings
Coordinator Afternoons								Coordinator Afternoons
Coordinator Evenings	graham moor	graham moor		Graham Moor				Coordinator Evenings
Coordinator Nights			chris mitchell					Coordinator Nights

<< Go To Week Before
Go To This Week
Go To Week After >>

Bike
Mixed
Car
Bike
Coordinator
Mixed

February 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						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	

March 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						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					

April 2015

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						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

View Day | View Week | View Month

Click these links to go to calendar view

By Default, the system opens up in week view, focused on the current week. This view gives a detailed view with one row for each shift and one column for each day of the week.

If there is a name displayed in any cell it indicates that the shift has been reserved. Has the colour of the label indicates the type of shift (bike, car, mixed, coordinator). To the lower left of the screen there is a legend showing the colours for each rota type.

You can 'mouse over' any entry and any notes for this reservation will appear in a popup box.

Clicking on the entry will bring up the page will of the details for that shift. If the entry is one of your own then the details page allows you to modify or delete this entry.

Any empty cell represents a shift that is available. Clicking in an empty cell will bring up the page will of the details for that shift – your details will have been entered. You should check that the details are correct, you may add additional notes if required to the details box, and then click [save].

The system won't prevent you from booking a non-existent shift (for example you can book weekday dayshift for the North Bike Rota) you'll just be wasting your time.

To navigate to a different week

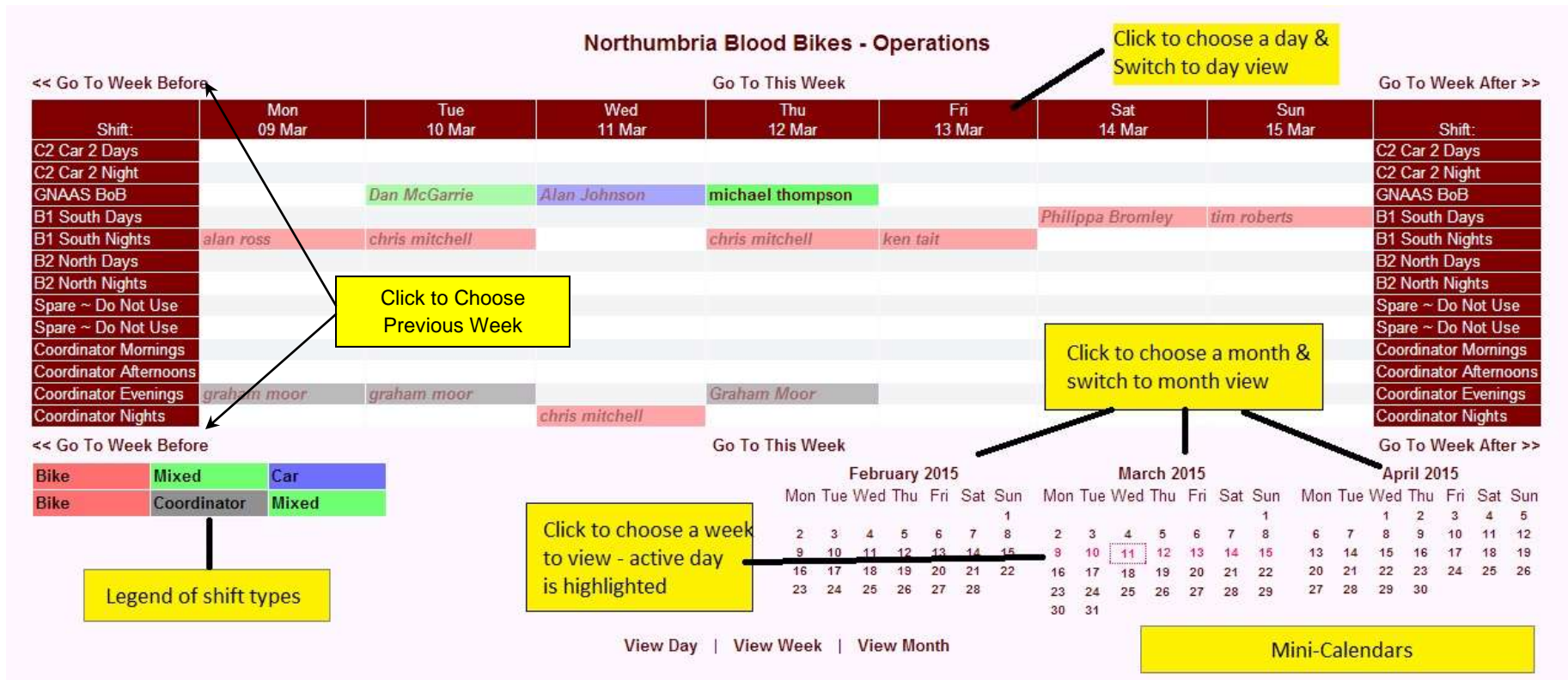
To the right of the display, above and below the calendar are links “Go to week after” which allow you to view the following week. Further clicks of these links moves the calendar forward one week at a time.

To the left of the display, above and below the calendar are links “Go to week before” which allow you to view the previous week. Further clicks of these links moves the calendar backward one week at a time.

To the bottom right of the screen is a mini-calendar showing the current month, previous month and following month. Clicking any date on the mini-cal will display the rota for that week. The mini-cal will also adjust to show the month containing, the month previous and the month following the date you clicked (it will be highlighted) which allows further selections to be made.

At the top and centre of the screen there is a box labelled 'goto'. This always shows the 'working date' ie the date you last clicked. These dates are displayed in US format of month, day, year (as a result of OLRs being based on a US package). Clicking in the 'goto' box will bring up a date picker, from which you can choose any date to see the rota for. Beware, that using the date picker will also switch the calendar into day view.

Figure 2: OLRS in week view highlighting navigation links



Day view gives a detailed view with one row for each shift for one day. In my opinion this simply wastes screen space with no advantage over week view except, perhaps, when accessing the system using a mobile phone,

If there is a name displayed in any cell it indicates that the shift has been reserved. The colour of the label indicates the type of shift (bike, car, mixed, coordinator). To the lower left of the screen there is a legend.

You can 'mouse over' any entry and any notes for this reservation will appear in a popup box.

Clicking on any entry will bring up the page of the details for that shift. If the entry is one of your own then the details page allows you to modify or delete this entry.

Any empty cell represents a shift that is available. Clicking any empty cell will bring up the page of the details for that shift – your details will have been entered. You should check that the details are correct, you may add additional notes if required to the details box, and then click [\[save\]](#).

The system won't prevent you from booking a non-existent shift it will just be a waste of your time.

To navigate to a different day

To the right of the display, above and below the calendar are links “Go to day after” which allow you to view the following day. Further clicks of these links moves the calendar forward one day at a time.

To the left of the display, above and below the calendar are links “Go to day before” which allow you to view the previous day. Further clicks of these links moves the calendar backward one day at a time.

To the bottom of the screen is a mini-calendar showing the current month, previous month and following month. Clicking any date on the mini-cal while in day view will display the rota for that date. The mini-cal will adjust to show the month containing, the month previous and the month following the date you chose.

Clicking on the name of a month in the mini-calendar will make that month the current month and switch the calendar into Month View.

Monthly view gives an overview of shifts booked for each day in a given month, up to a maximum of twelve bookings per day. This is a good way to spot gaps in the roster and is the view in which the colour coding is most useful. Monthly view does not have sufficient space to show one row per shift so any shift that is reserved is shown in abbreviated form and the colour coding differentiates between Car, Bike, Mixed and Coordinator shifts.

If there is a name shown on any day it indicates that a shift has been reserved. You can 'mouse over' any entry and the name of the shift and the name of the member who has reserved it will appear in a popup box. Clicking on the entry will bring up the details page for that entry. If the entry is one of your own then the details page allows you to modify or delete the entry.

Clicking in empty space on any day will bring up the details screen and allow you to reserve a shift. The nature of monthly view means that the system cannot determine which rota you want to book and so you should check and correct the details on this page, add any additional notes that you need to the details box, and click **[save]**.

If you decide to reserve a shift having seen a suitable vacancy in Month view, I suggest that you first click the date (ie on the numerals) to go to Day view and then you can choose a shift directly which will save time and lead to fewer errors than if you click the blank space in Month view and then have to correct the entry in the details view.

To navigate to a different Month

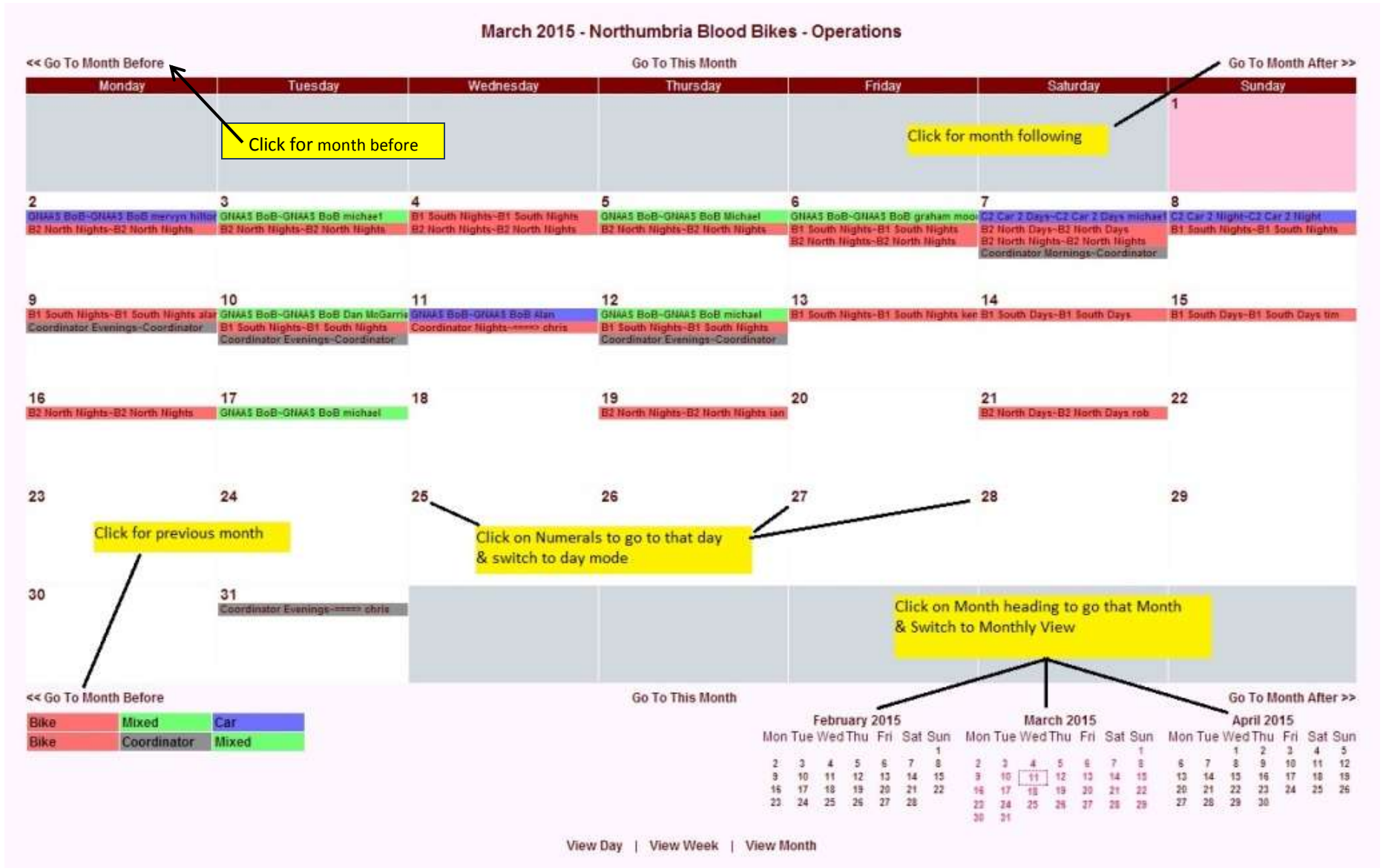
To the right of the display, above and below the calendar are links "Go to month after" which allow you to view the following month. Further clicks of these links moves the calendar forward one month at a time.

To the left of the display, above and below the calendar are links "Go to month before" which allow you to view the previous month. Further clicks of these links moves the calendar backward one month at a time.

To the bottom of the screen is a mini-calendar showing the current month, previous month and following month. Clicking any date on the mini-cal while in month view will display the roster for that month. The mini-cal will also adjust to show the month containing, the month previous and the month following the date you chose. Be aware that although the calendar remains in Month view when navigating this way the system will remember which day you clicked so that should you choose "View Week" View or "View Day" then the week or day displayed will be based on the day that you clicked in the mini-cal.

Clicking on a date (ie the numerals, rather than blank space) in the main calendar in Month view will switch to day view and display the day you have clicked.

Figure 4: OLRS in monthly view highlighting navigation links



To switch to Month View

- Click the “View Month” link at the bottom of the screen, The month shown will be the month containing the day or week you are currently viewing.
- Click the month name in the Mini-Cal. The month shown will be the month name you have clicked.

To switch to Week View

- Click the “View Week” link at the bottom of the screen, The week shown will be the week containing the day you are currently viewing if you are in day mode, or the week containing the day highlighted in the mini-cal if you are in month view.

To switch to Day View

- Click the “View Day” link at the bottom of the screen, The day shown will be day highlighted in the mini-cal.
- Use the goto box and the date picker that appears. The day shown will be the day chosen in the date picker.
- Click the numerals for any day in Month View. The day shown will be the day clicked.
- Click the date label / column header while in Week View. The day shown will be day clicked.

