

# **Northumbria Blood Bikes**

## **Online Rostering System**

### **User Guide**



In an effort to prevent mistakes, and possible confusion, the OLRS has been configured to allow each member to hold one reservation per day. For Riders and Drivers this is fine as NBB regulations allow only 12 hours on duty in any 24 hour period and shifts are (generally) 12 hours long. However, as coordinator sessions can be booked in 6 hour shifts this 1 per day restriction may cause a problem in the event of a 'split shift' requirement.

### Booking Contiguous Shifts

For a booking of 12 or more continuous hours there is no problem and you have a number of options

Start to book a shift as normal (starting with the first shift of the sequence you want to cover). When the shift details screen appears adjust the 'end time' to indicate the shift that ends the sequence you want to cover. Although you have selected more than one shift the system will see this as one booking and will allow it. Back in calendar view you will see your name only once but the block of colour will indicate that you are covering more than one shift.

In week view or day view of the OLRS simply drag your mouse over the shifts that you want to cover. The shift details screen will open. You can review the details and if correct click save. Although you have selected more than one shift the system will see this as one booking and will allow it. Back in calendar view you will see your name only once but the block of colour will indicate that you are covering more than one shift.

Book a single shift as normal. Then in day or week view you may drag the lower right corner of the shift you have booked downwards to cover more shifts. Your booking will be extended to cover the extra shift(s). Although you have selected more than one shift the system will see this as one booking and will allow it. Back in calendar view you will see your name only once but the block of colour will indicate that you are covering more than one shift.

### Booking Split Shifts

The system will object, however, if you try to book a morning and an evening shift but not the afternoon as that requires two separate bookings on the same day.

The solution here is to book the first shift you require and send a message to the rostering team who can override the system restrictions and book the second shift for you.

