



| Procedure: | Northumbria Blood Bikes: Reserving A Shift Using the OnLine Rostering System | | |
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| Owner: | ICT Officer | Author: | Michael Thompson |
| Approved: | 20 December 2015 | By: | Executive Committee |
| Doc Ref | ICT002 | Version | 1.0 |

A. Why do we need this Guide

This document explains how the Northumbria Blood Bikes Online Rostering System should be used to reserve shifts.

B. Who is Responsible for this Guide

The ICT officer of the group is responsible for the maintenance of this Procedure.
The Executive Committee is responsible for approving this Procedure.
All riders, drivers and shift coordinators should be familiar with the information in this document.

C. When will this Procedure be reviewed

The Procedure will be reviewed a maximum of one year following its approval.

D. How will changes be notified

The latest version of the Procedure will be made available via the members' library on the group website. New versions will be announced via email to all members and the executive committee.

1. Reserving a shift from January 2016

1.1. Log in to the OLRs

1.2. Navigate to a day with a vacant shift that you would like to cover. The monthly view of the rota is best for an overview but we recommend switching to the day or week view to actually reserve a shift, as you can save yourself time and effort by clicking in the correct row for the vehicle that you want to reserve. For shift coordinators a row still represents a six hour timeslot.

Check that the shift you are booking is still open. *From Jan 2016 each operational shift requires three volunteers (any combination of cars and bikes) over and above the scheduled runs (GNAAS Blood on Board shifts and the Hexham Samples)*

1.3. Click in a vacant row for the day you wish to volunteer. A data entry screen will open up

1.3.1. Your username and member details will be entered for you.

1.3.2. You can add further notes to the *member details* section if you wish but please leave the prepopulated data intact. These notes can be used to add extra details about your reservation (e.g. if you would like to collect the vehicle earlier than usual)

1.3.3. Check that the correct vehicle (time slot for coordinators) has been selected for both the start and end of your shift

1.3.4. Check that the shift type (Operations, Scheduled, Events or Coordinator) is correct for the shift you've chosen. This will help keep the colour coding correct and make the OLRs visually easier to understand. *Previously the OLRs automatically applied the "shift type" when a shift was booked. This remains true for coordinators but with the added flexibility of the new arrangements for operational shifts this is much more difficult to automate as there are many more possible combinations. It is important, therefore, that you set the correct shift type for your reservation.*

1.3.5. Finally check that the date is correct, remember that the date may be displayed in US format (month/day) depending on the settings of your web browser.

1.3.6. At the bottom of the screen you should see two green tick marks.

If you see a red cross instead then for some reason you have made an invalid selection. Point your mouse at the red cross and you will see a pop up message explaining why your selection can not be reserved. You must resolve the conflict before the shift can be reserved.

1.3.7. Finally click [save].

1.4. Your shift is now booked and will be displayed in the rostering system.

1.5. You will receive an email confirmation of your shift.

2. Reserving a shift prior to January 2016

2.1. Log in to the OLRS

2.2. Find a vacant shift that you would like to cover

In day or week or month view click in a blank area of the day on which you want to reserve the shift. In day or week view, you can save yourself some time and effort by clicking in the correct row for the shift that you want to reserve..

2.3. An edit screen will open up.

2.3.1. Your username and member details will be entered for you.

2.3.2. You can add notes to the member details section if you wish but please leave the prepopulated data intact.

2.3.3. Check that the correct shift has been selected for both the start and end of your shift

2.3.4. Check that the shift type (operations, scheduled, events) is correct for the shift you've chosen.

2.3.5. Finally check that the date is correct, remember that the date may be displayed in US format (month/day) depending on the settings of your web browser.

2.3.6. At the bottom of the screen you should see two green tick marks.

If you see a red cross instead then for some reason you have made an invalid selection. Point your mouse at the red cross and you will see a pop up message explaining why your selection can not be reserved. You must resolve the conflict before the shift can be reserved.

2.3.7. Finally click [save].

2.4. Your shift is now booked and will be displayed in the rostering system.

2.5. You will receive an email confirmation of your shift.

**Northumbria Blood Bikes:
Reserving A Shift Using the OnLine Rostering System**

Version Control and History

| Date | Version | Author: | Reason For Change |
|-------------|----------------|------------------|--------------------------|
| Dec 2015 | 1.0 | Michael Thompson | First Version |
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