



Procedure:	Northumbria Blood Bikes: Reserving A Shift Using the OnLine Rostering System		
Owner:	ICT Officer	Author:	Michael Thompson
Approved:	March 2018	By:	Executive Committee
Doc Ref	ICT002	Version	2.0

**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

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 Controllers a row represents a six-hour timeslot.

Check that the shift you are booking is still open. *Rota010 – the riders and drivers standard rota definition specifies how many vehicles are required on shift over and above the scheduled runs.*

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).

- If you are booking a support shift please add the names of the two members who have booked their full shifts to the notes.
- If you are booking a vehicle for an event please add event name to the notes

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

1.3.4. Check that the shift type (Operations, Scheduled, Events or Shift Controller) is correct for the shift you've chosen. This will help keep the colour coding correct and make the OLRS visually easier to understand. *It is important, 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.

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

**Version Control and History**

<b>Date</b>	<b>Version</b>	<b>Author:</b>	<b>Reason For Change</b>
Dec 2015	1.0	Michael Thompson	First Version
March 2018	2.0	Michael Thompson	Periodic Update