Volume

7

WAYNE ENTERPRISES INC

Revolution Titanium™

Event Scheduling User's Manual

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REVOLUTION TITANIUM™

Event Scheduling User's Manual

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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.

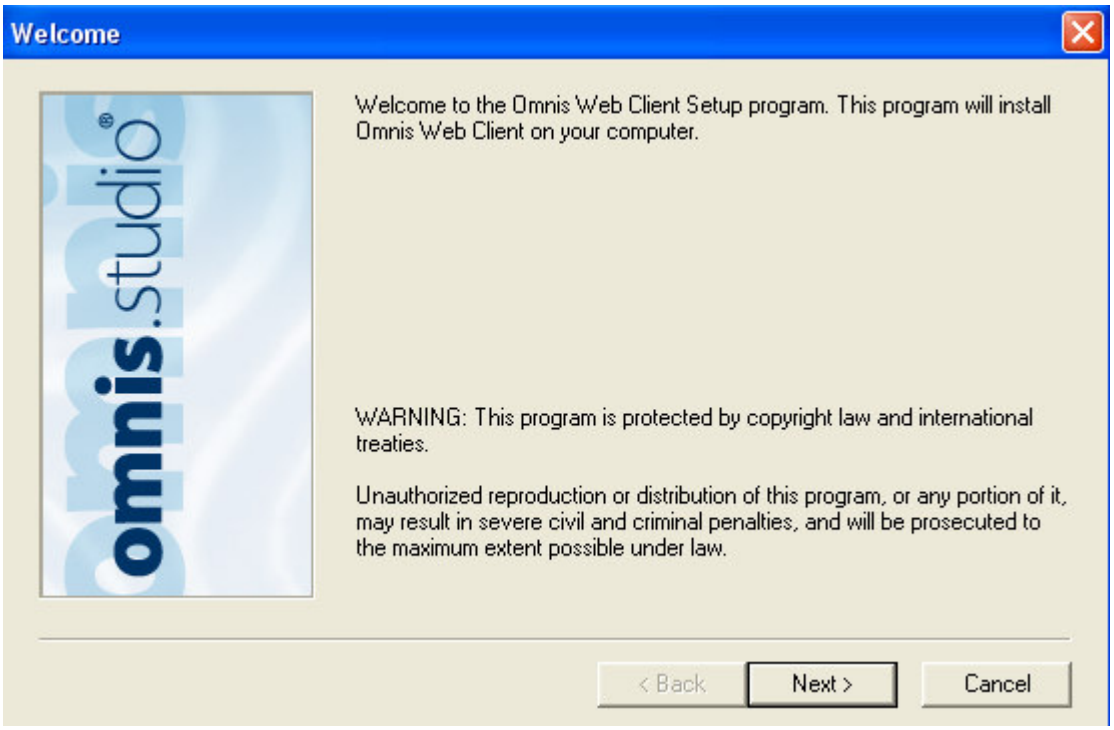


Figure 3 – Installing the Plug-In

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.

Installing the Revolution Plug-In for FireFox

There are three plug-in applications that are used for the Revolution website…Flash, Java, and the Omnis Web Client. To install the Event Scheduling software plug-in for FireFox, follow the below instructions:

1. Open FireFox and go to main page of the Event Scheduling website. If the Flash plug-in isn't present, the browser will instruct you on loading the plug-in. Once you have the Flash plug-in installed, return to the main page of the Event Scheduling website.

2. Then, click on the "Log In" button. If the Event Scheduling plug-in isn't present, the browser will begin the upload process automatically. Follow the on-screen instructions for installation.

Logging On

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

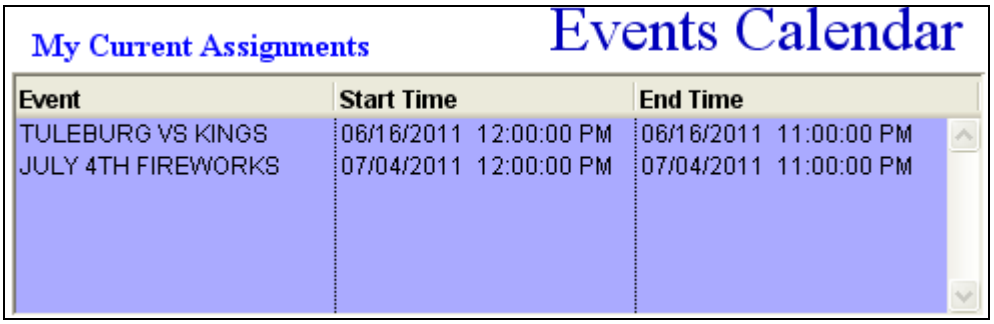
2. If the plug-in is installed properly, a password window will appear inside the browser window so you can log into the system. Enter your last name and password.

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.



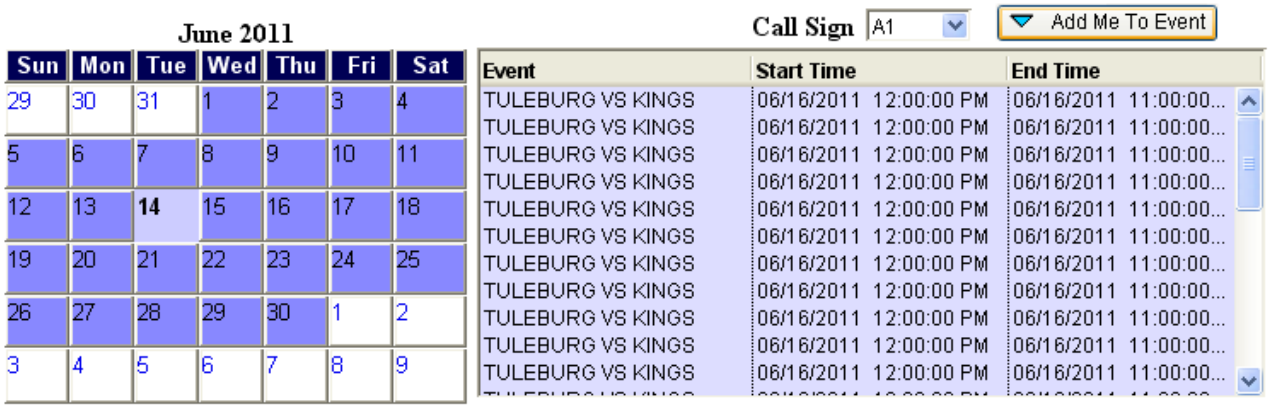
Just below the current assignments list is a tab bar. The tab bar defaults to the **"Event Sign-up"** tab since it is most commonly used by the officers to schedule themselves for event shifts.

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 the 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.



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

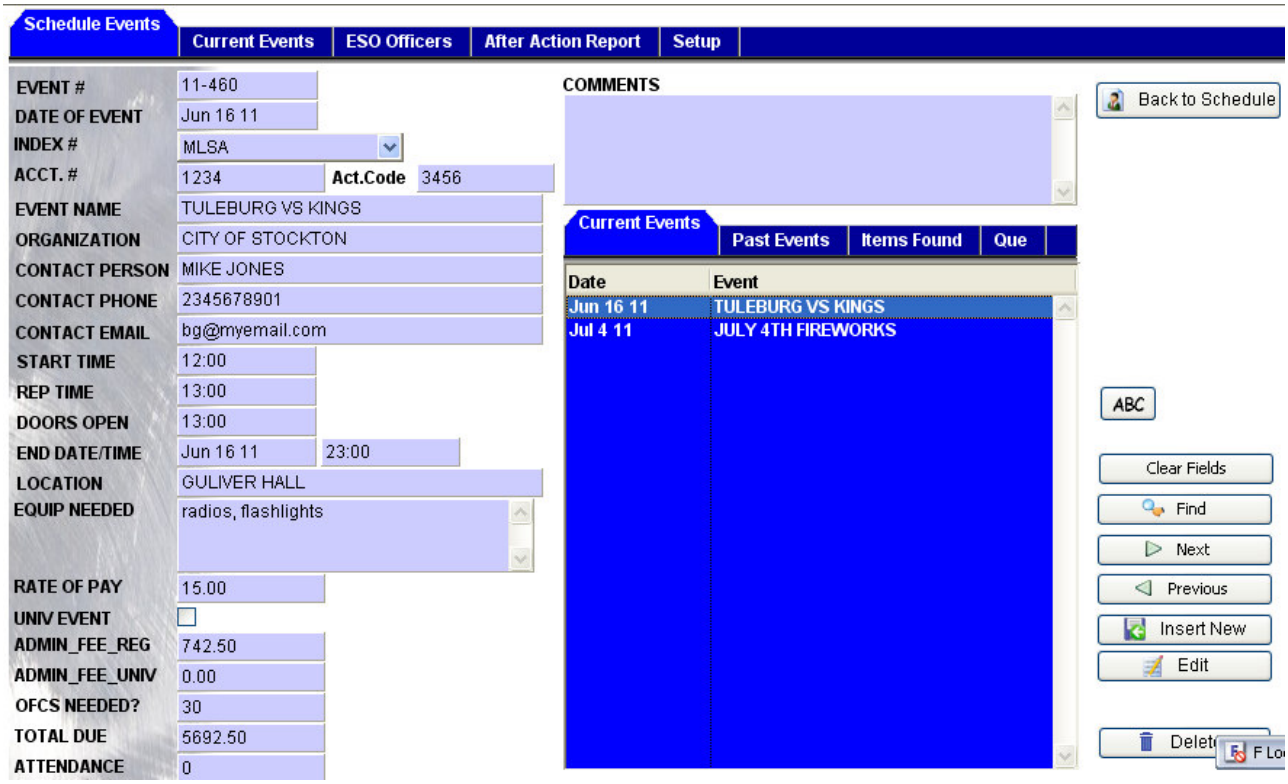
Officers can print out their selected shifts which are displayed inside the "My Current Assignments" list by clicking on the "Print My Schedule" button at the top right corner of the window.

OIC Page Button

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

OIC – Officer In Charge 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 "OIC Page" button at the top right corner of the window. The OIC 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 "Clear Fields" button at the bottom right corner of the "Schedule Event" tab. Enter the desired information in all the fields. Make sure to enter an initial number of officers needed. Click on the "Insert New" button to save the information into the database. Once you have saved the event, the event should display inside the blue list at the bottom right corner of the window under the "Current Events" tab.

2. **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. Make the desired changes and then click on the "Edit" button.

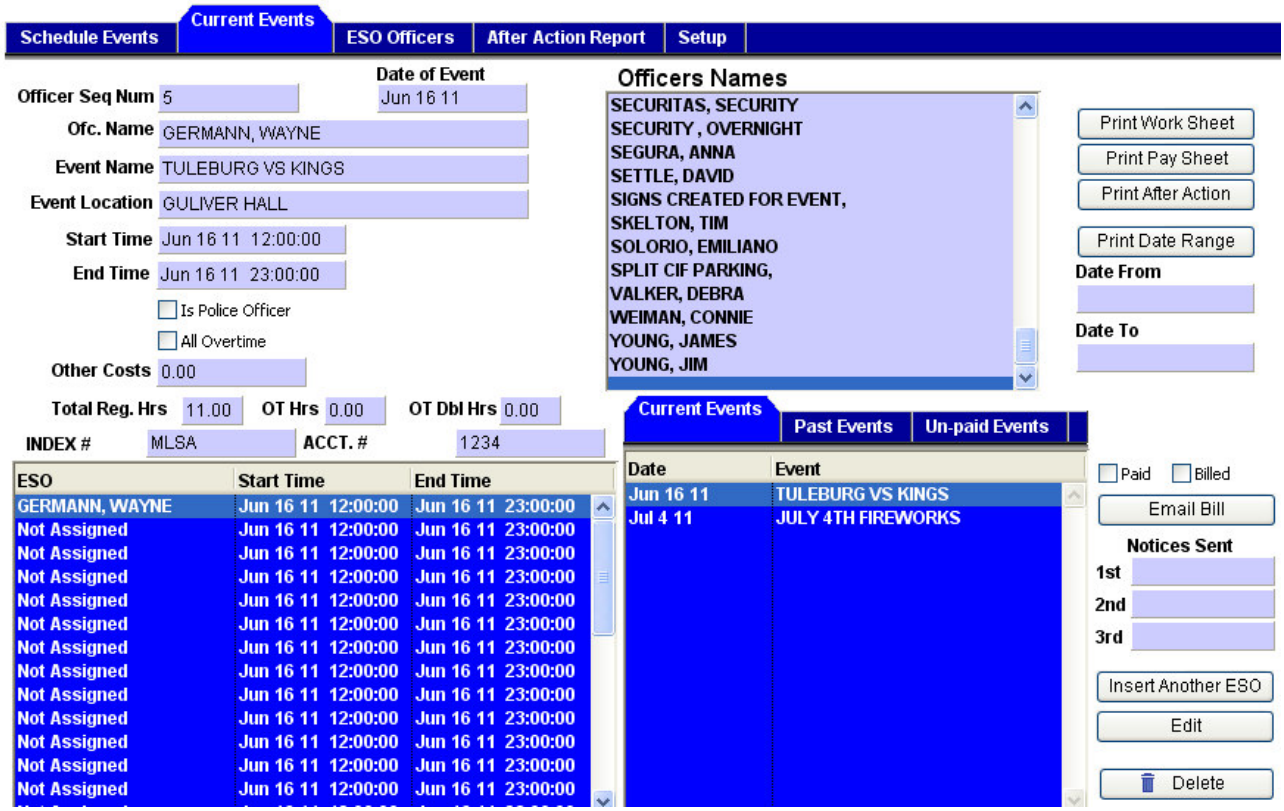
3. **Finding Events –** Click on the "Clear Fields" button and enter the event number, date, name or contact person. Then click on the "Find" button. This will populate a list of found matches inside the "Items Found" tab. You can then click on each found event to see its complete information.

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.

Current Events Tab

The "Current 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:

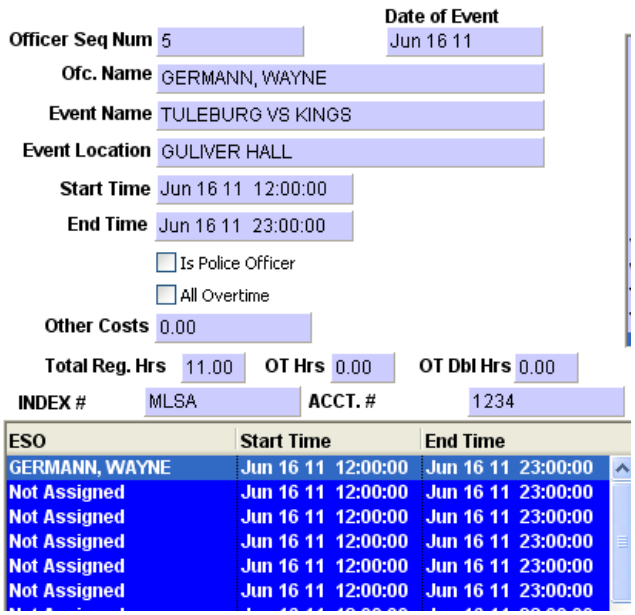


- **Officers' Names List –** This list contains the names of all personnel that are entered into the system.

- **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.
2. **Select the position** you want to change. This will populate the information for the position inside the above fields.
3. **Make the changes** inside the fields above the list. NOTE – Changing the start and end times will not change the total hours worked field. The "Total Reg. Hrs." field must be changed manually if the start or end times change from the initial setup. Only the "Total Reg. Hrs", "OT Hrs", and the "OT Dble Hrs" fields are used for calculating the invoice.
    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 "ESO Officers" 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 "Edit" button at the bottom right corner of the page. This will submit the changes to the server and update the hours inside the assigned officers' list.

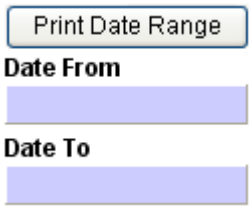
5. **Remove someone** from a position by clicking on the event and then click on the position that you want to remove someone's name from. Change the "Officer Seq. Num." to "0" (zero.) Then click the "Edit" button. This will remove the name from the position.

6. **Add additional positions** to an event by selecting the event inside the events list and then click on the "Insert Another ESO" button just above the "Edit" button at the bottom left corner of the page. 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.

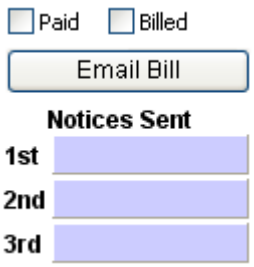
2. **Print the invoice** by clicking on an event inside the events list and then clicking on the "Print Pay Sheet" button at the top right corner of the page.



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.

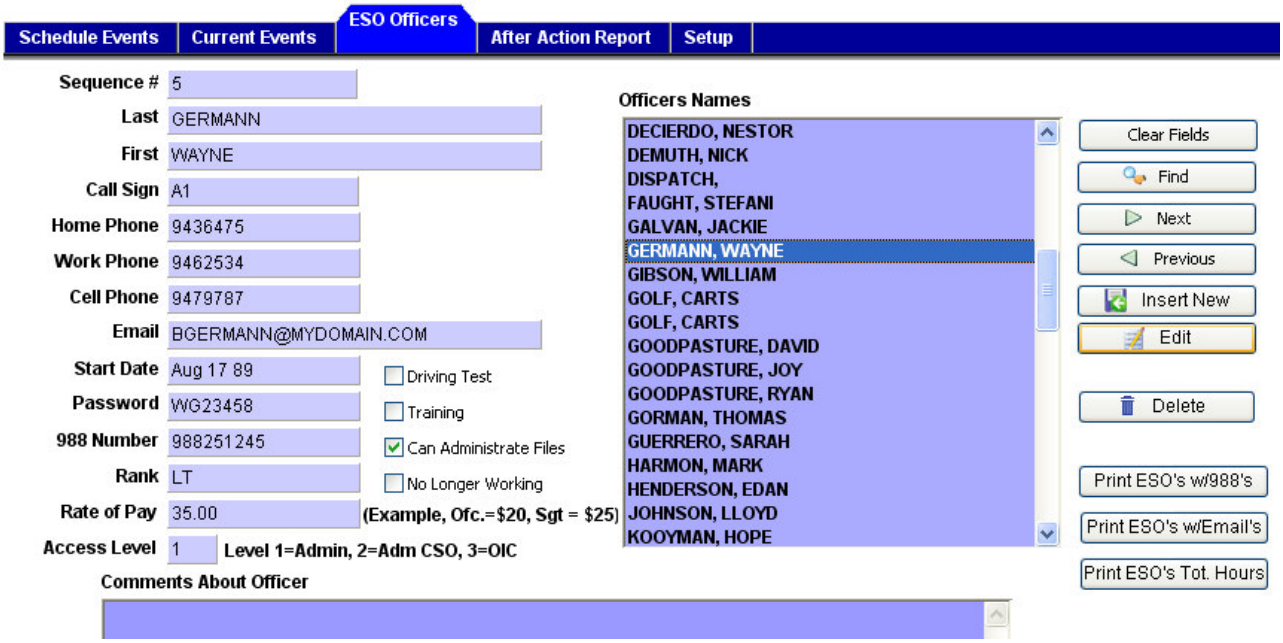


1. **Email the invoice** by selecting the event inside the events' list and clicking on the "Email Bill" button. This will place a date inside one of the "Notices Sent" fields and check-mark the "Billed" box. Each time another invoice is emailed it will add another date to one of the "Notices Sent" fields.

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.

ESO Officers / Personnel

The "ESO Officers" 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 OIC 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 and the system will make them change their password when they log on.

- **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 a semi-administrators level. This level allows full access to make any changes, but does not allow the use of any billing features.

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

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

- **Print ESO'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 "Clear Fields" button at the bottom right corner of the "ESO Officers" 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 "Insert New" button to save the information into the database. Once you have saved the employee, their name should display inside the "Officers Names" list.

2. **Editing An Employee Record –** Select the employee inside the Officer's Name list. This will populate the information into the fields. Make the desired changes and then click on the "Edit" button.

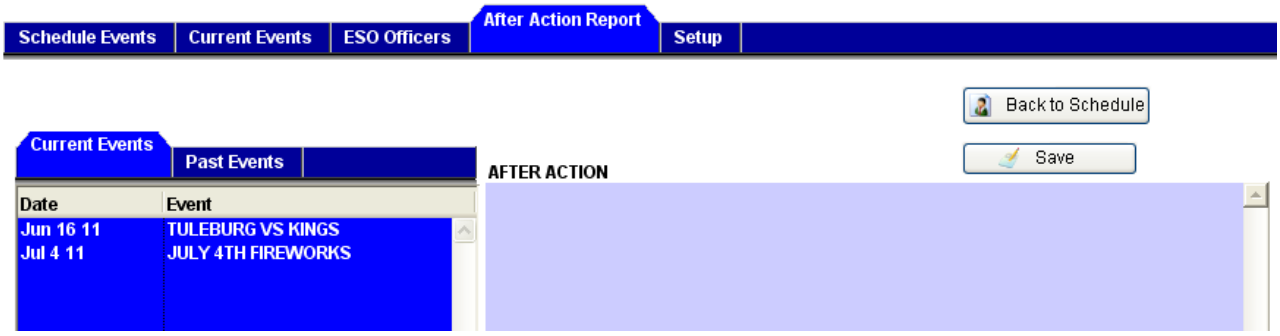
3. **Finding Events –** Click on the "Clear Fields" button and enter the employees first name, last name, call sign, or ID number. Then click on the "Find" button. If there is a match, the record will show up inside the fields.

Deleting an Employee

We do not recommend deleting an employee record because the record may be linked to other records in the database. Instead, check the "No Longer Working" check box and then click the "Edit" button to save the record. This will take the employee out of the "Officer's Names" list. You can always do a find on the name if you want to see the employee's information. When an employee is deleted from the system, we can recover the employee's information if needed.

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.

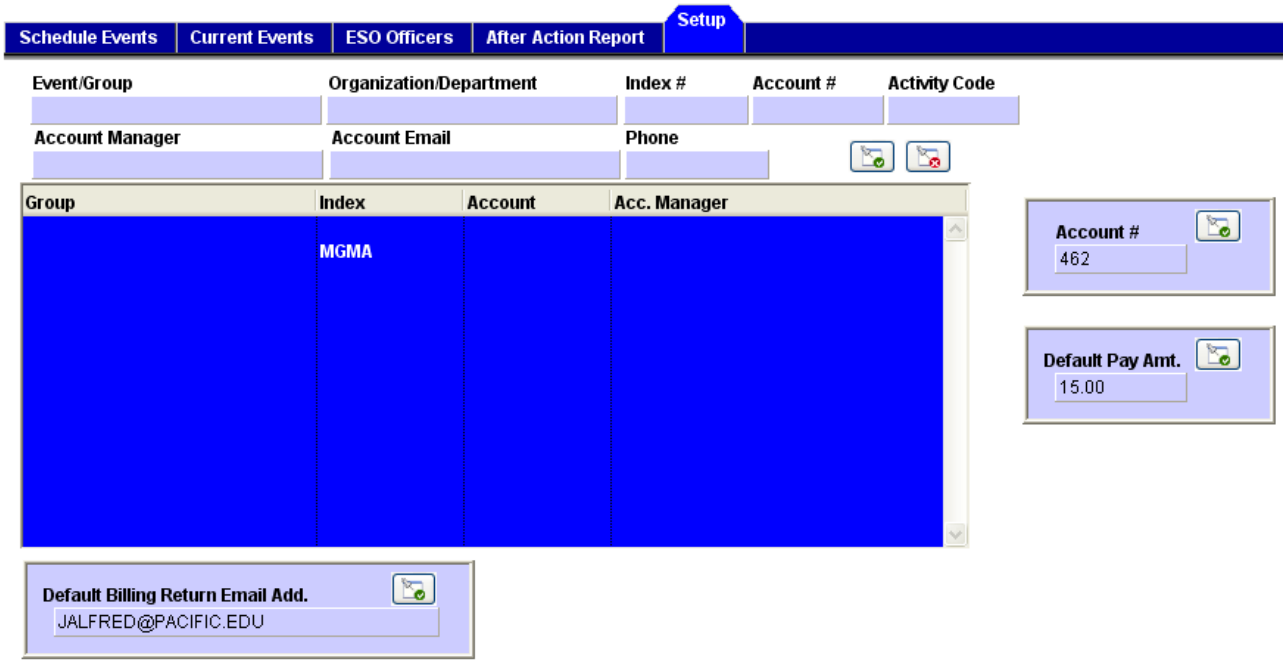
This may be the only tab you have access to on the Administrative or OIC page. If so, you can click the "Back to Schedule" button to return to the scheduling page.

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.