

## WEB BASED ATTENDANCE MANAGEMENT/ AUTOMATED DISPATCH SYSTEM

### CUPE 947

The Greater Victoria School District 61 has added a new dimension to our Automated Dispatch System that will offer you an alternate method of entering your absences and securing replacements. The telephone system will continue to be available but you may now use your computer to log an Absence.

**Spareboard CUPE 947s will continue to be dispatched by telephone** but they now have computer access to other features.

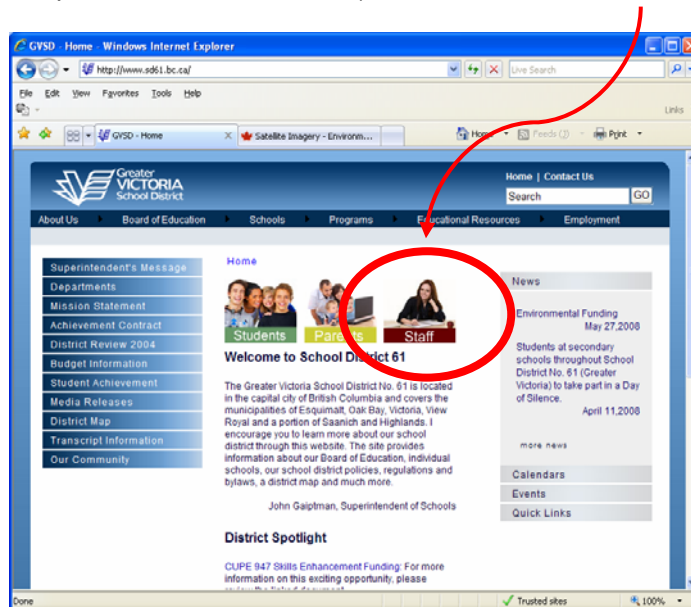
The Web Based system provides some advantages over the telephone method:

- The Automated Dispatch System Web provides an **introduction video** that guides you through the process of logging an absence. Most web pages have prompts and Help links to instruct you on what information needs to be entered.
- The codes and prompts that display on the Web have been customized per employee category. For example, there is one set of absence codes available for Support staff and a different set for Teachers.
- You do not need to remember any codes or numbers. At every selection prompt a drop down box is available from which you can select the appropriate response.
- Instructions to the replacement employee can be typed into a text box. These instructions will be spoken to the replacement employee during the dispatch process using "text to speech" software.
- Administrators can select from a listing of all employees that are assigned to their location and log or cancel absences on the employees' behalf.
- You can view upcoming absences to confirm the absence has been dispatched as well as identify the replacement employee.
- The replacement employee can view details of dispatches and read or listen to instructions. They can also view a map showing how to get to the specific dispatch location.
- Unavailability dates for replacement employees can be reviewed on-line.

# WEB BASED AUTOMATED DISPATCH SYSTEM GUIDE

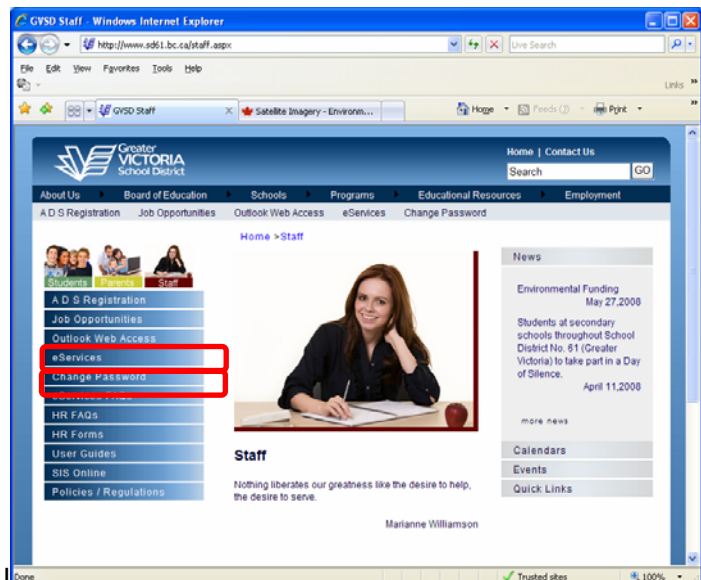
## CUPE 947 REGULAR AND SPAREBOARD

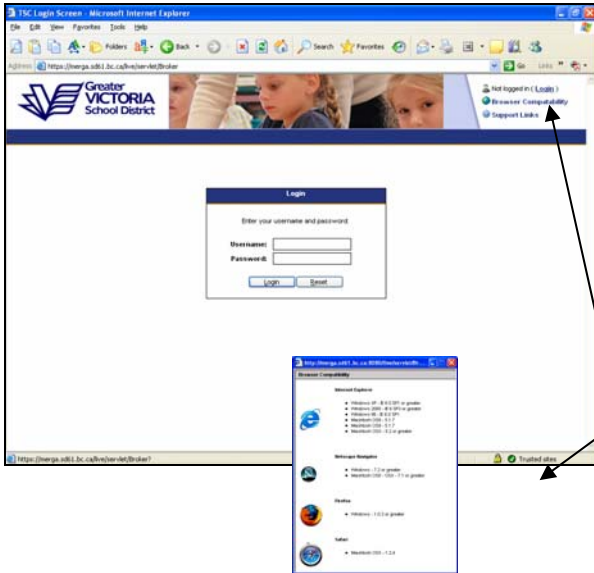
To get to the Automated Dispatch System portal, go to the District Web Site (<http://www.sd61.bc.ca>) (you must be using a computer with internet access) and click on the **STAFF** icon.



If you have already created a new Password click on **eServices**.

You must change your Password **before** using **eServices** if this is your first time.  
Your **GVSDXXX** Password only works to **CHANGE PASSWORD**.





## LOG IN

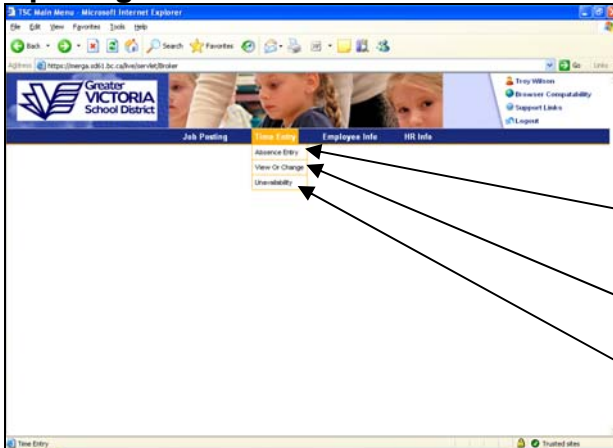
Click inside the blank **Username** box and enter your **Username** assigned for your District email.

Click (or tab to) the blank **Password** box and enter your **Password**.

Click on **Login** to enter.

Clicking on **Browser Compatibility** will present you with a list of Internet Browsers certified to work properly with this program.  
(i.e. Internet Explorer, Netscape, etc.)

## Opening Screen



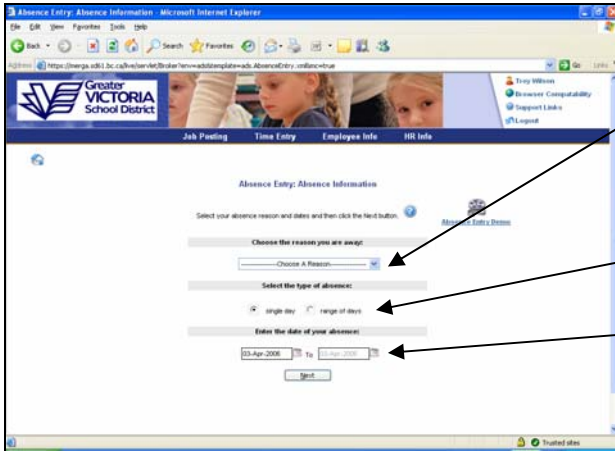
Hover your cursor over **Time Entry** and a drop down menu will appear.

To **log an absence** click on **Absence Entry**

To edit Absences/Dispatches previously entered, click on **View Or Change**.

The **Unavailability** option is not available to CUPE employees.

## To Log an Absence (Regular Employee)



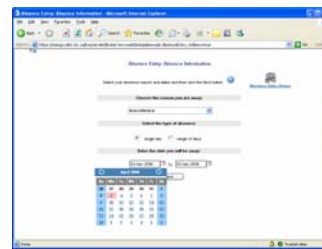
Click on the scroll arrow next to **----Choose A Reason----** to open a list of Absence reasons. Mouse click on your choice.

Next, choose whether you will be absent for a **single day** or a **range of days** by clicking in the button.

Click the **calendar icon** next to the date to choose the date(s) that you will be absent.




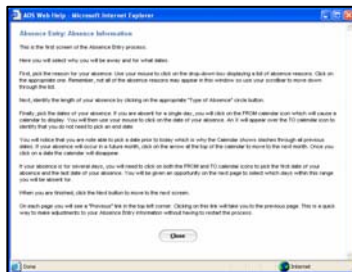
Pull down menu for **Absence Reasons**




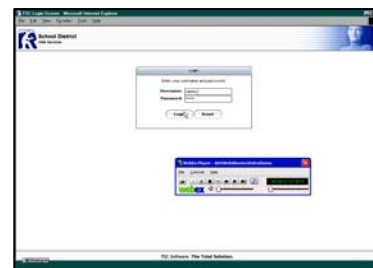
Pop up calendar for **Start and End Dates**

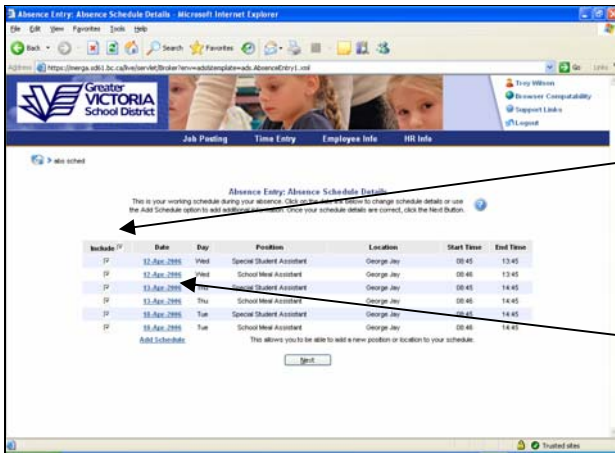
## Help is Available:

Clicking on the  will give you a Help Screen.



Clicking the  icon will give you an animated demonstration of all the steps required to log an absence.

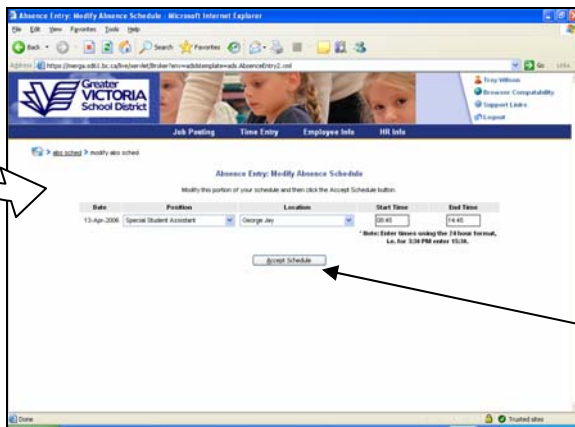




The following screen presents you with the **Absence Details** which you can edit.

The **Include** column on the far left allows you to indicate which days between the Start and End Dates you will be absent. A check mark in the box **includes** that day in your absence. Click in a checked box to delete it. This will **exclude** that day from your range.

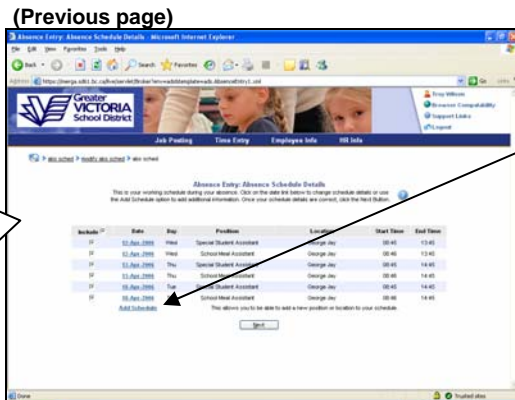
Click on the **Date** to adjust the **Position**, **Location** or **Time** on this page.



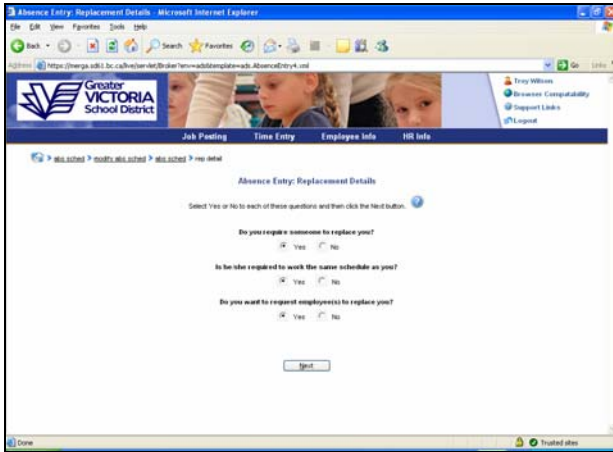
The **Position**, **Location** and **Start and End Times** will default to information as interpreted by the system. Pull down menus allow you to choose different Positions or Locations if necessary.

Times can be edited by typing directly into the spaces provided.

If you need to add more locations or times for a single date, return to the previous page by clicking on **Accept Schedule**.



If additional locations or times are needed, click on **Add Schedule** and complete the presented page as needed.



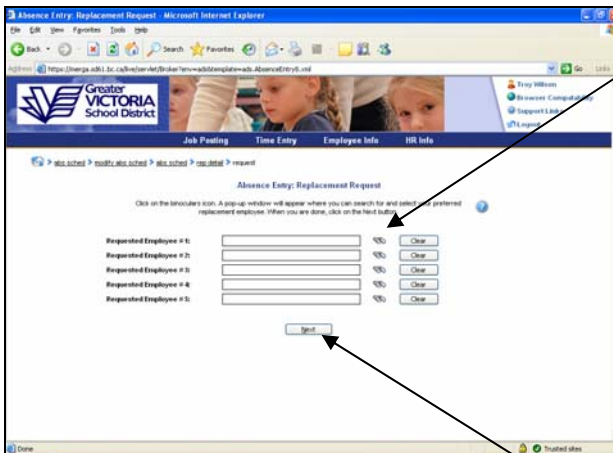
The **Replacement Details** screen allows you to specify

- if you require a replacement,
- if they will be working the same hours as your absence and
- if you would like to enter a preferred person.

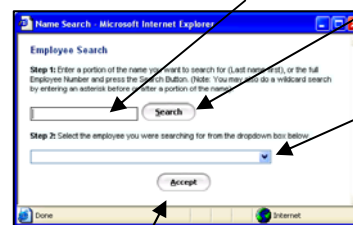
If you answer **No** to a Replacement the other two options are dimmed and inaccessible.

If the replacement will **not** be needed for the same absent hours, you are given the opportunity to enter their schedule information on the next page.

If you wish to request specific replacements you are given the chance to do this on the next page.



To enter requests for specific replacements, click on the **binocular** icon and a pop-up screen will appear. Type a name, or part of a name, in the **top box** then hit the **Search**

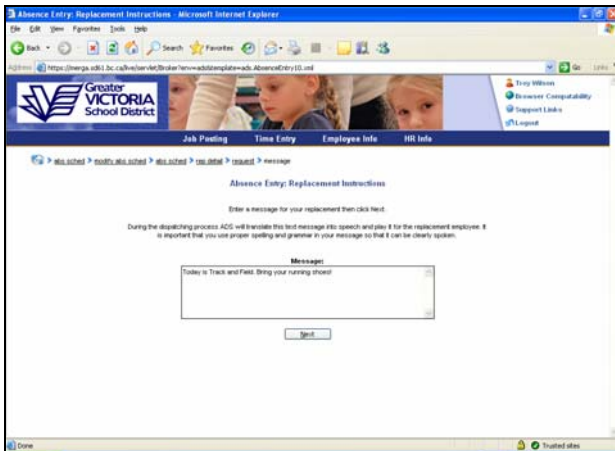


button. A name will appear in the **second box**. Click the scroll arrow to open the list and make a choice.

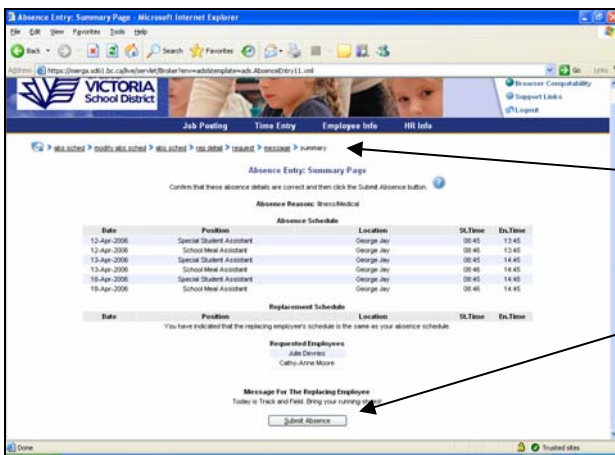
Click **Accept** to choose this person.

You may request up to five preferred replacements.

Click the **Next** button when you have completed your choices.



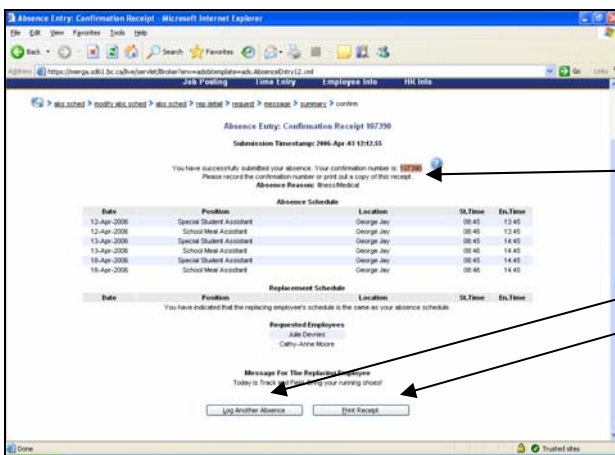
ADS Web allows you to enter a message on this page. It will translate what you type into a verbal message that will be spoken to the Spareboards when it is Dispatched.



This is a summary of your absence.

If changes are needed, use the back-arrow on your browser or click on the appropriate page in the **progress trail** (*breadcrumbs*) to get to that information.

If all the information is correct, click on the **Submit Absence** button.



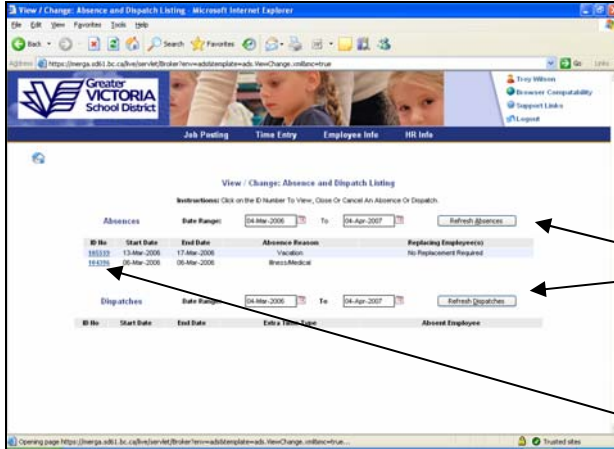
The final page is your **Confirmation Receipt**. It indicates that your absence has been logged and has been given an **Identification number**.

You may now Logout, enter a new absence or print this Receipt.

## Spareboard CUPE 947

When you log onto the Web Based System as a Spareboard, you are able to perform a number of actions you may be familiar with from the telephone based system but you are also given some additional features.

### DISPATCHES

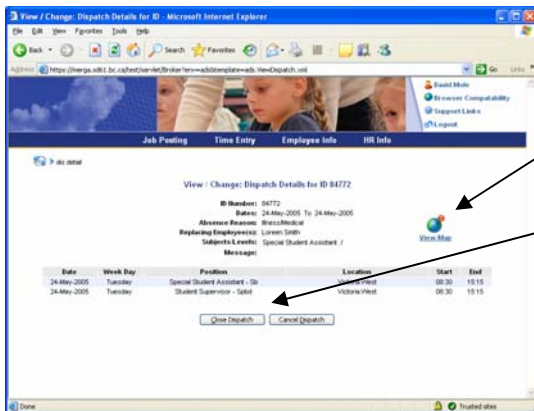


By hovering over the Time Entry title and choosing View or Change, you are able to list all the Absences/Dispatches you are associated with as a Spareboard between the dates indicated.

This list may be expanded or contracted by adjusting the **Date Range** calendars then hitting **Refresh Absences/Dispatches** button.

Refresh Absences

You are not able to change any information for Absences/Replacements prior to the current date but you are able to get a **map** for directions to a future Dispatch or **cancel** a future Dispatch by clicking on the **ID No.**



By clicking on the **View Map** icon you can obtain a map showing the job location or get driving instructions.

By clicking on the **Cancel Dispatch** button, you take your name off of that Dispatch and tell ADS to search for another Spareboard for the job.

[The **Close Dispatch** does not apply to our District.]

### EMPLOYEE INFO

Hovering over **Employee Info** allows you to edit your telephone number(s) or change your PIN.