

WEB BASED ATTENDANCE MANAGEMENT/ AUTOMATED DISPATCH SYSTEM

ADMINISTRATOR

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

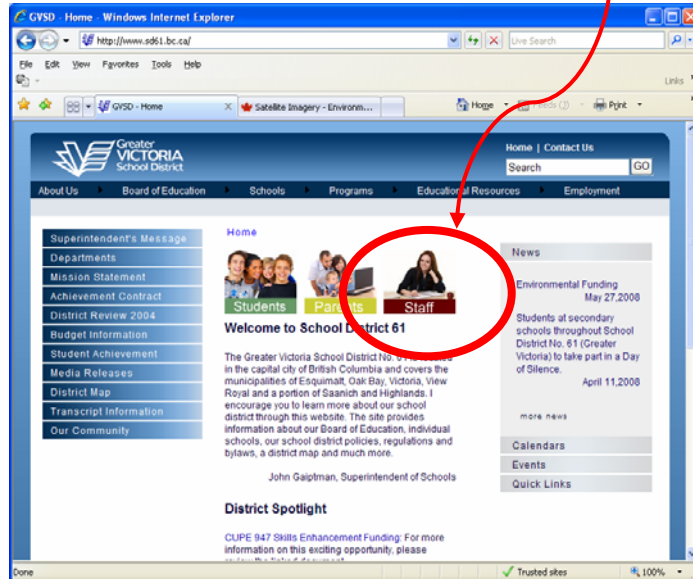
Teachers On Call and 947 Spareboards will continue to be dispatched by telephone but they now have computer access to other features.

The Web Based system provides some advantages over the telephone method as well as some new features:

- The Automated Dispatch System Web provides an **introduction video** that guides you through the process of logging an absence. Each web page has 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 Teachers and a different set for Support staff.
- You do not need to remember any absence codes or replacement employee numbers. At every selection prompt a drop down box is available from which you can select the appropriate code.
- Instructions or requests to the replacement employee can be typed into a text box when logging an absence. 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 the instructions from the absent employee. They can also view a map showing how to get to their dispatch location.
- Unavailability dates for replacement employees can be viewed, deleted or updated.

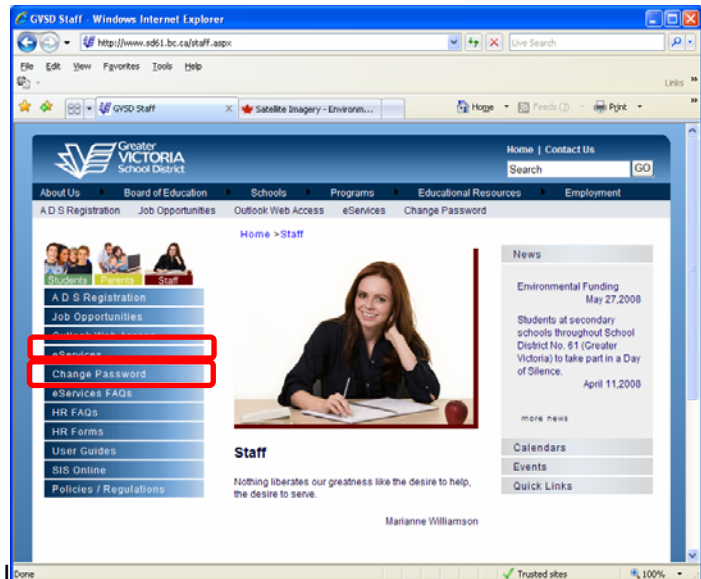
WEB BASED AUTOMATED DISPATCH SYSTEM GUIDE ADMINISTRATOR

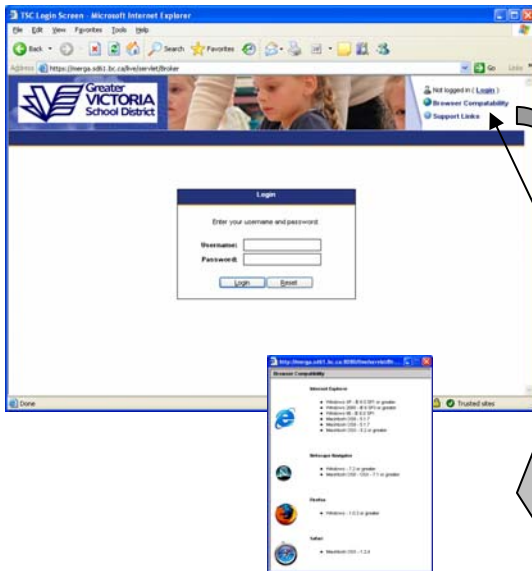
To get to the Automated Dispatch System portal, go to the District Web Site (<http://www.sd61.bc.ca>) (you must be using a computer with internet access) and click on the **STAFF** icon.



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..





LOG IN

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

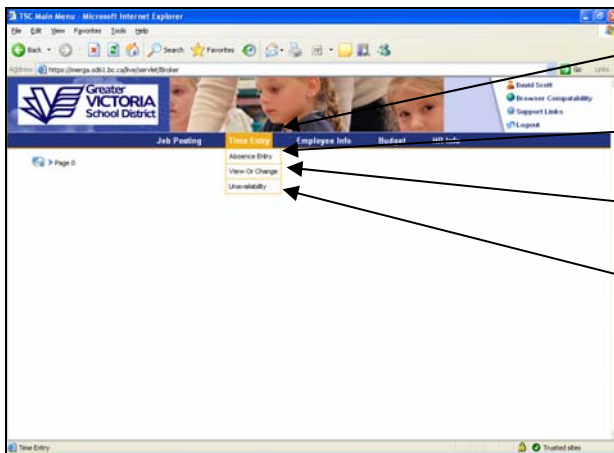
Click (or tab to) the blank **Password** box and enter your **Password**.

(The **GVSDXXXX** Password will only work to allow you to **CHANGE 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.

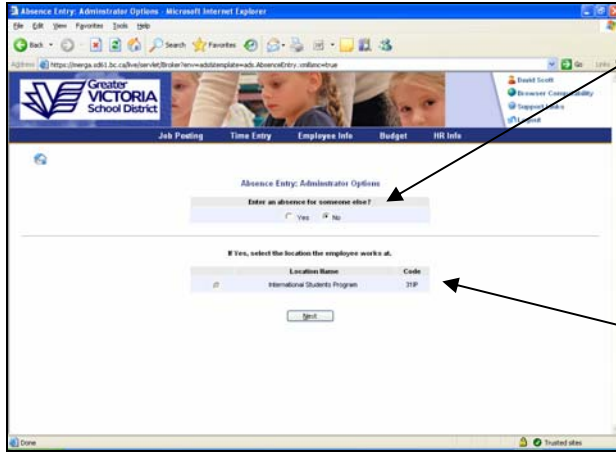
To **log an absence** click on **Absence Entry**

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

To enter or edit availability, click on **Unavailability**.

As an Administrator, you will be asked if you wish to perform any of these actions for yourself or on behalf of one of your employees.

To Log an Absence

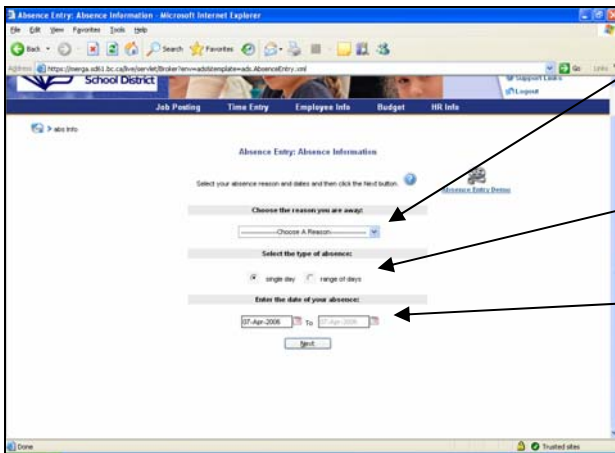


After choosing to Log an Absence, you are asked if the absence is for you or for someone employed at your assigned location(s)

If it is for yourself, proceed to page 3

If it is for an employee, you will be presented with a list of their names.

(If you have more than one Assigned location, you will be asked for which location.)




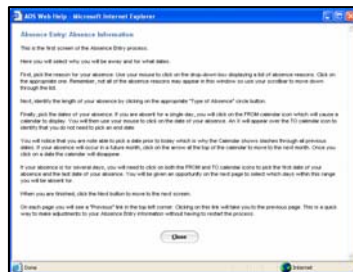
Click on the scroll arrow next to **-----Choose A Reason-----** to open a list of Absence reasons. Mouse click on your choice.


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) when you will be absent.

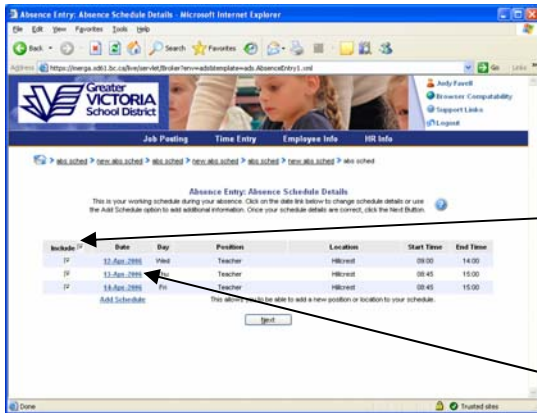
Help is Available:

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.





If you have submitted a schedule, 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.

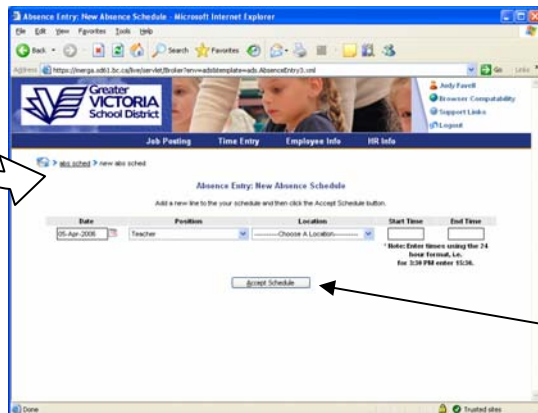
Click on the **Date** to adjust the **Position**, **Location** or **Time** for that day on this page.

If there are no **Absence Details** presented, you need to click on **Add Schedule**.

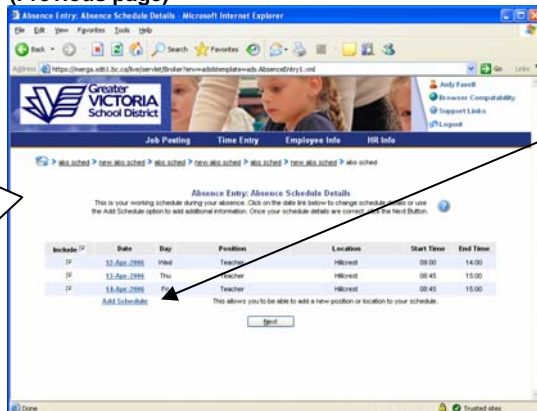
The **Position**, **Location** and **Start and End Times** will default to information as interpreted by the system. Pull down menus allow you to choose different Positions or Locations if necessary.

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

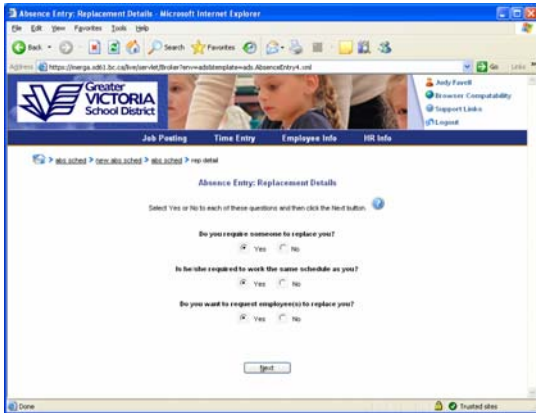
Click on **Accept Schedule** to return to the previous page.



(Previous page)



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

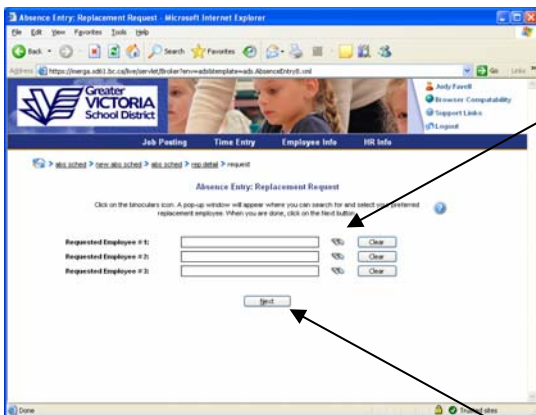


The **Replacement Details** screen allows you to specify

- 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.

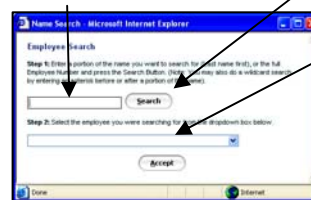
If you answer **No** to a Replacement the other two options are dimmed and inaccessible.

If the replacement will **not** be needed for the same absent hours (as indicated by the **Yes/No** buttons), 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

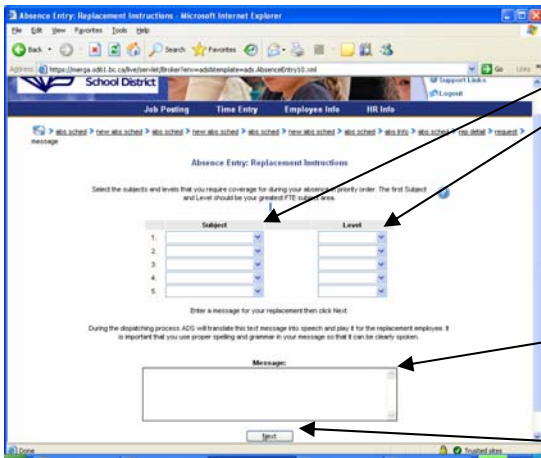


appear in the **second box**. Click the **scroll arrow** to open the list and make a choice.

Click **Accept** to choose this person.

You may request up to three preferred replacements.

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



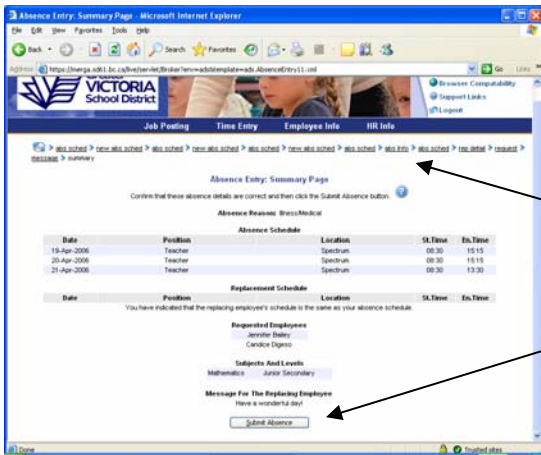
You are now able to enter the **Subjects** and **Levels** that the replacement will need to teach.

Use the scroll arrows to open the lists.

If the exact Subject is not listed, chose a Subject that most closely reflects the skills needed by your TOC.

Type a comment into the **Messages** box and this will be read to the TOC when they receive the call out.

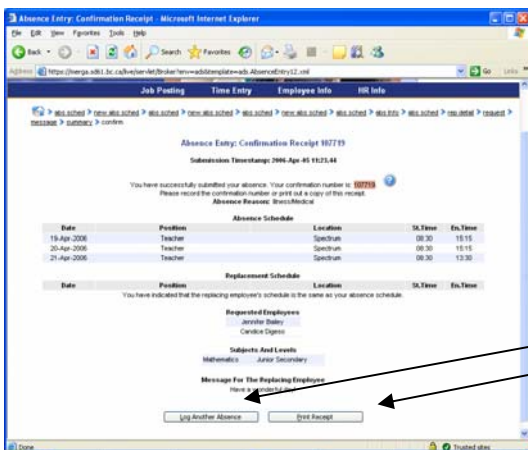
Click **Next** to continue.



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.



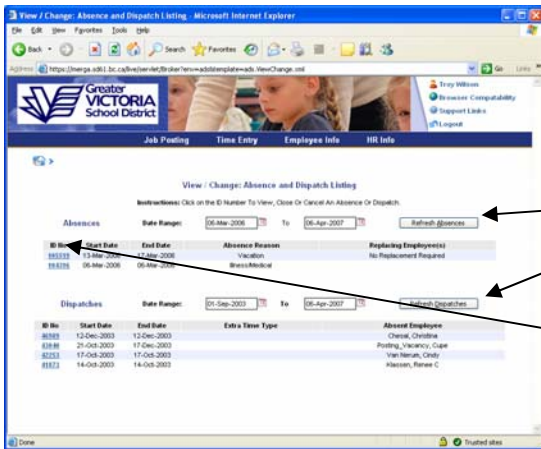
The final page is your **Confirmation Receipt**. It indicates that your absence has been logged and has been given an Identification number.

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

Teachers On Call

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

(TOC and Teacher) DISPATCHES

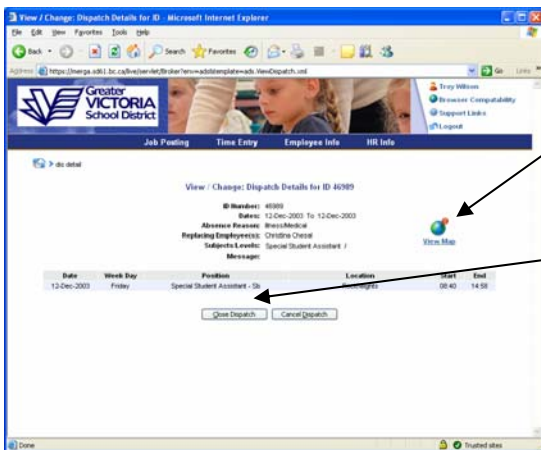


By hovering over the Time Entry title and choosing View or Change, you are able to list all the Absences/Dispatches you are associated with as a TOC between the dates indicated. This list may be expanded or contracted by adjusting the **Date Range** calendars then hitting **Refresh Absences/Dispatches** 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 or **cancel** a future Dispatch by clicking on the **ID No.**

Teachers can use this option to view their replacement.

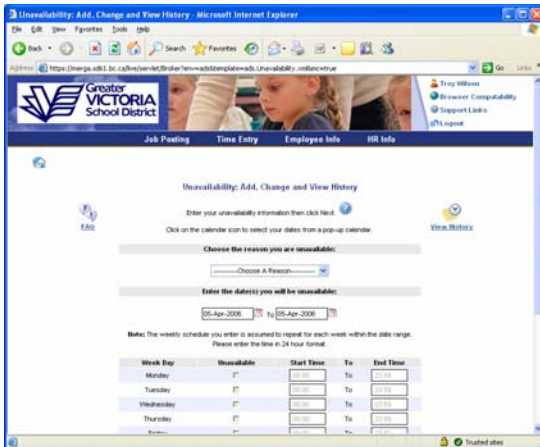


By clicking on the **View Map** icon you can obtain a map showing the location or get driving instructions.

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

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

(Teacher or TOC)
UNAVAILABILITY



Choosing **Unavailability** under the Time Entry title will take you to this page.

Pick a reason from the drop-down menu then appropriate dates from the Start and End Dates

Unavailability can be edited by placing a check in the box for the appropriate day of the week and then entering the exact Start and End Times or by removing the checks for specific days in a series.

View History scrolls you to the bottom of the page where you can see your Unavailability history for the past 12 months.



The **FAQ** presents the rationale for using the Unavailability option



The **Help** button provides the procedure for using the Unavailability option.

(Teacher or TOC)
EMPLOYEE INFO

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