

WEB BASED ATTENDANCE MANAGEMENT/ AUTOMATED DISPATCH SYSTEM

EXEMPT

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.

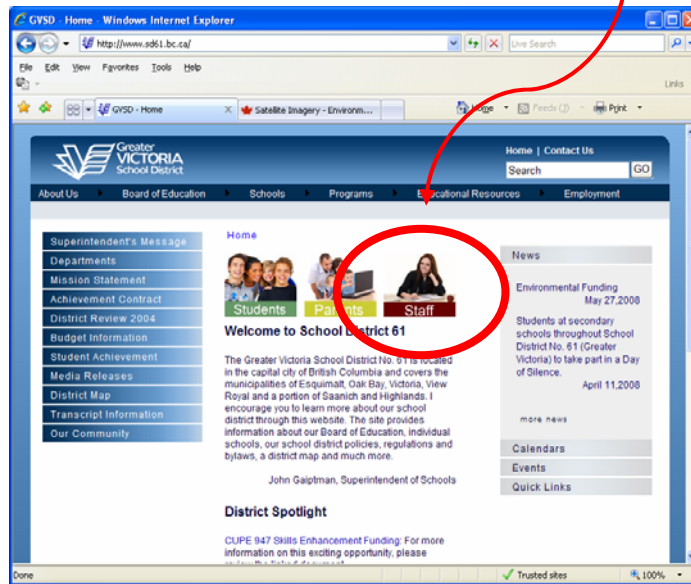
Replacements (if needed) will continue to be dispatched by telephone but they now have computer access to other features.

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.

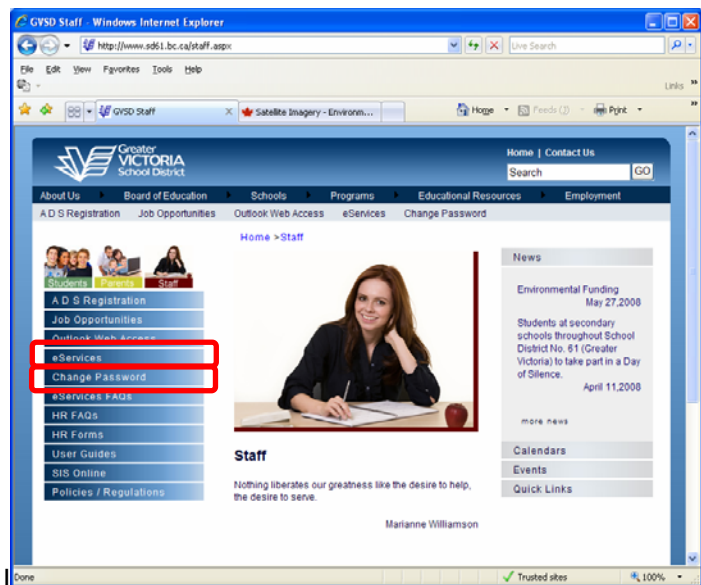
WEB BASED AUTOMATED DISPATCH SYSTEM GUIDE EXEMPT

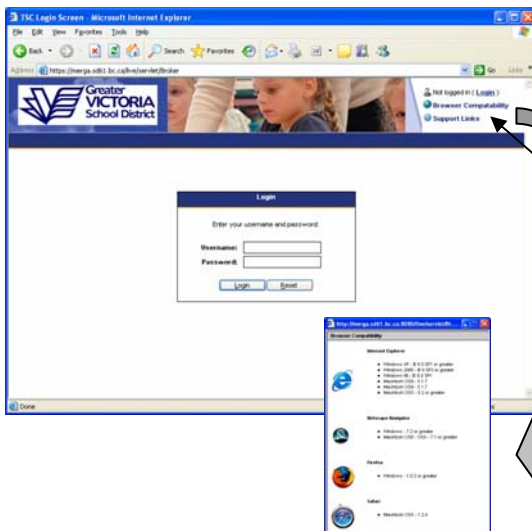
To get to the Automated Dispatch System portal, go to the District Web Site (<http://www.sd61.bc.ca>) (you must be using a computer with internet access) and click on the **STAFF** icon.



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

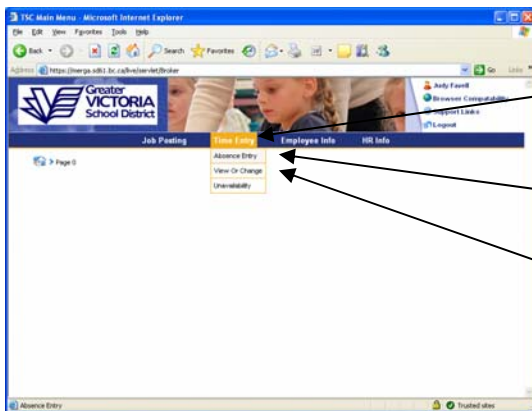
Click inside the blank **Username** box and enter the same **Username** assigned for your District email.

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

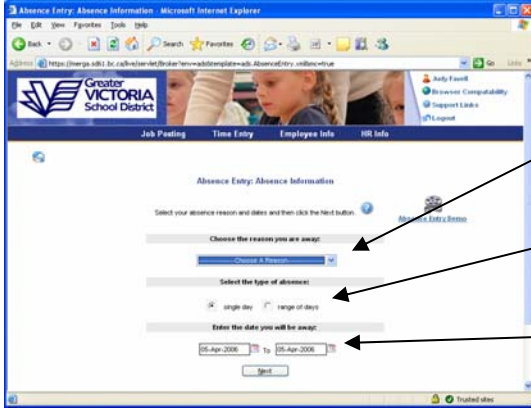


Hover your cursor over **Time Entry** and a drop down menu will appear.

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

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

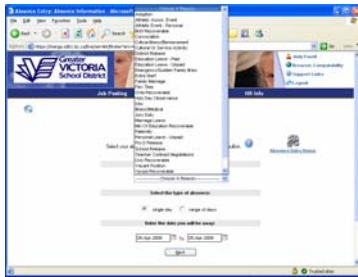
To Log an Absence



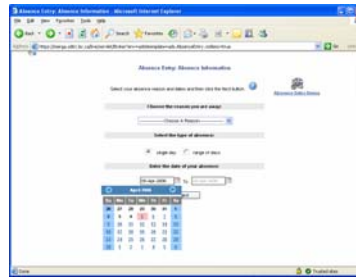
Click on the scroll arrow next to **---Choose A Reason---** to open a list of Absence reasons. Mouse click on your choice.

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.




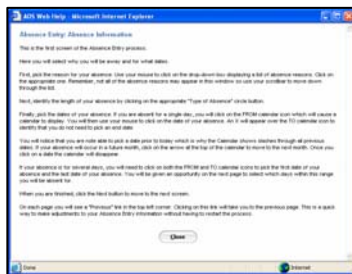
Pull down menu for **Absence Reasons**




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

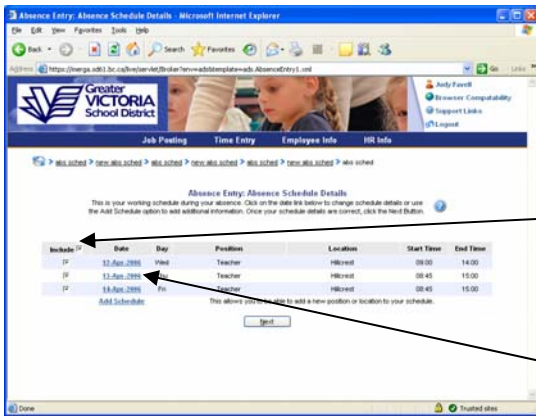
Help is Available:

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.





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.

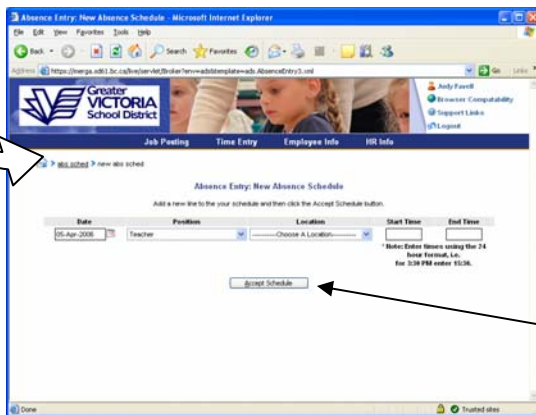
Click on the **Date** to adjust the **Position**, **Location** or **Time** for that day on this page.

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

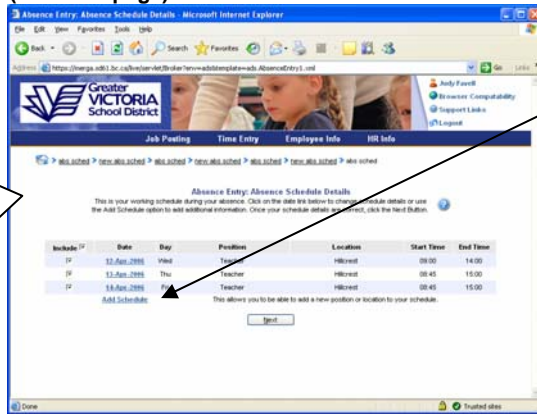
The **Position**, **Location** and **Start and End Times** will default to information as interpreted by the system. Pull down menus allow you to choose different Positions or Locations if necessary.

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

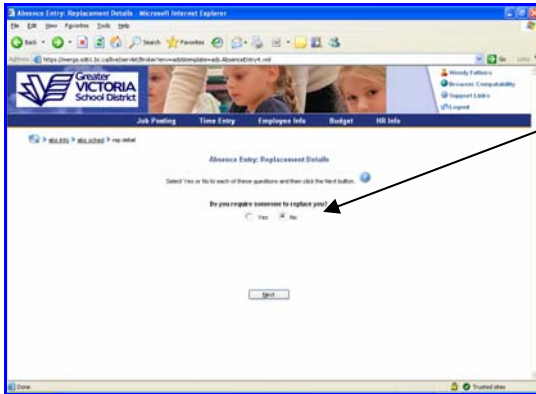
Click on **Accept Schedule** to return to the previous page.



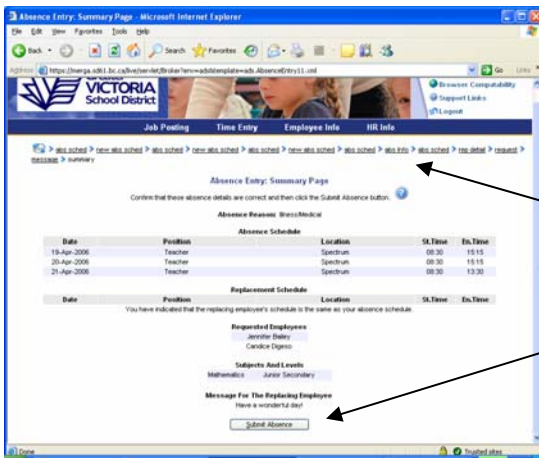
(Previous page)



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



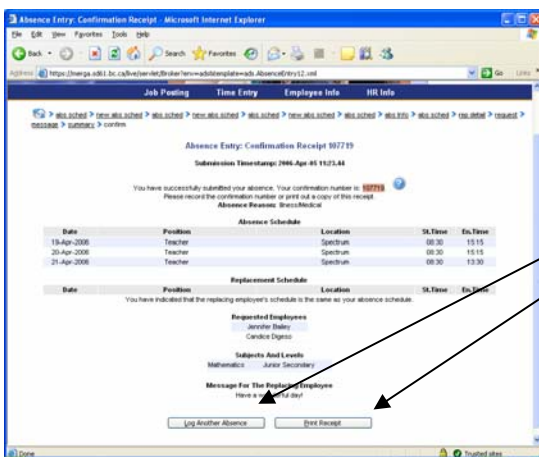
The **No** button indicates that you do not need a replacement.



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.