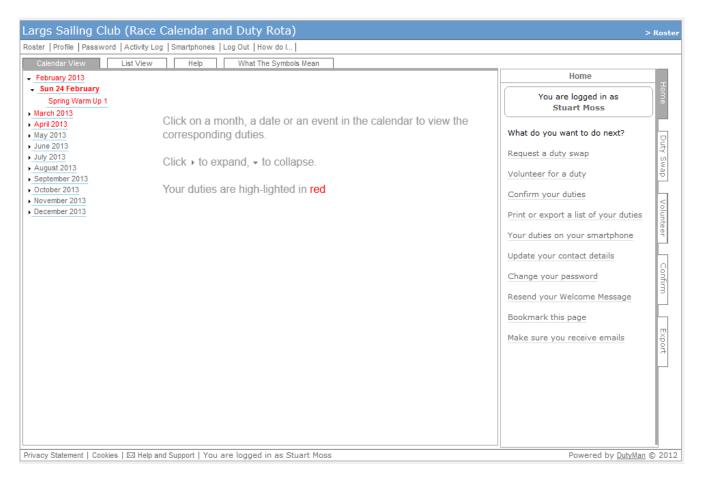
A Brief Guide to Updating Your Duties in Dutyman

Introduction

This document assumes that you have a Dutyman user-name and password and that you are currently logged in. There is a reasonable help menu in the Dutyman system already. This document does not replace it but hopefully it will shed a bit more light on the main aspects used the most.

Viewing the duty roster

The race calendar should be displayed immediately after logging in, as shown in the screenshot below. If it is not, it can be displayed by clicking on the 'Calendar View' tab at the top of the screen.



The duties for any given date can be displayed by expanding the calendar. This is achieved by clicking on the dates shown on the left of the screen. If the user has any duties allocated in the roster, these can be quickly found by looking for the red text in the calendar. This signifies dates and duties for the current logged in user.

The list of duties for any given date will be shown by clicking on the name of the race. Some of these duties might be blank if no-one has been assigned to the duty. They might also have a name allocated against them. There might also be a tick shown against the name if the member has confirmed their duty.

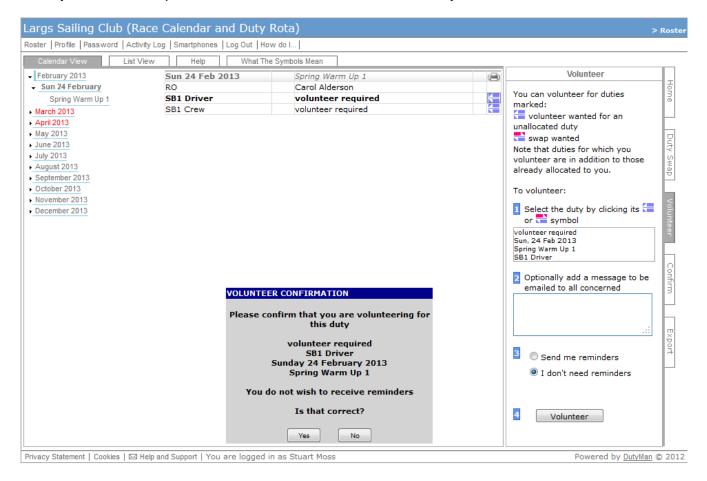
The user is able to perform a few actions against a duty such as volunteer, confirm or request a swap for a duty. How to do these will be explained in the rest of this document.

Volunteering for a duty

To volunteer for a duty, click the 'Volunteer' tab displayed on the right side of the screen. The 'Volunteer' dialog will be displayed on the right of the screen as shown below.

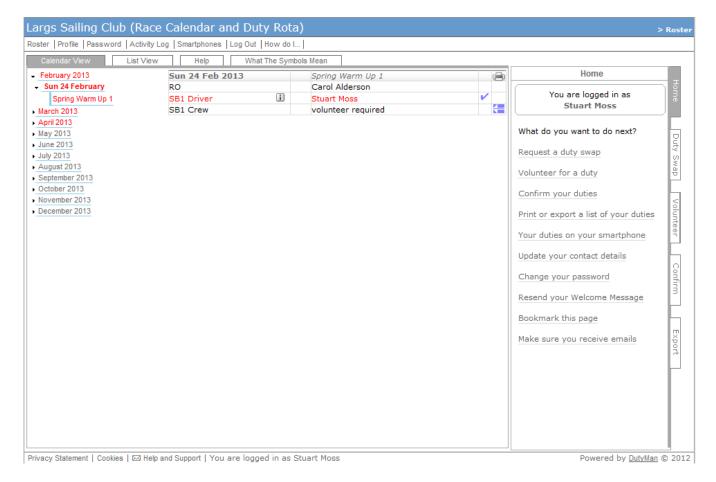
By following the simple steps (which *really is* just clicking the blue or blue/pink box) and clicking the 'Volunteer' button, the system will display a confirmation box (shown at the bottom of the screen) detailing the duty details. The user should then either click the 'Yes' button if the details are correct or the 'No' button if they wish to change any details.

The system will be updated with the volunteers name and any confirmation emails will be sent.



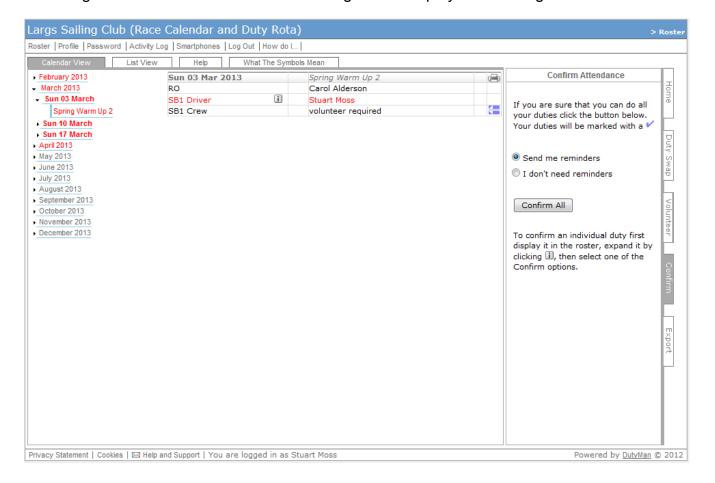
Subsequent viewing of this duty will show the volunteers name and a tick, representing that the duty is confirmed. The next screen shot shows a duty that has been confirmed.

Any duty that has been allocated this way is always confirmed automatically. This means that the next section on confirming duties can be skipped.



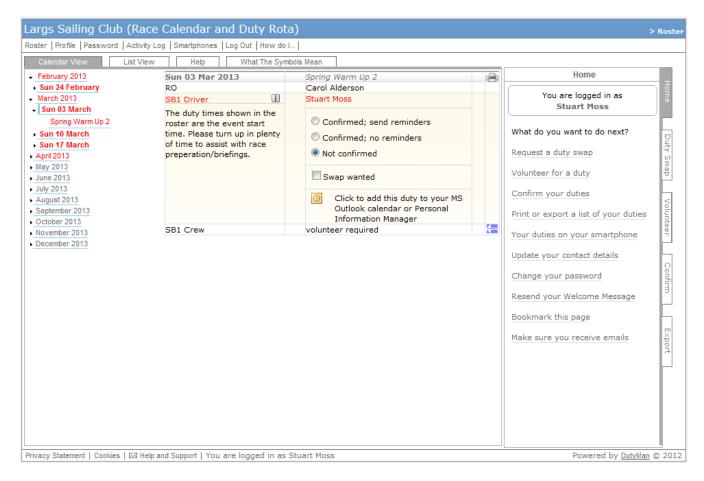
Confirming a duty

A user's duties can either be confirmed individually or confirmed all together. If you are happy with all the duties that you have been allocated and wish to confirm them, click the 'Confirm' tab shown on the right of the screen. The 'Confirm' dialog will be displayed on the right as shown below.



In the 'Confirm' dialog, select whether the system should send reminders or not. Clicking the 'Confirm All' button will update all the user's duties currently in the roster.

If the user wishes to confirm a specific duty they should open up the roster at the date they are interested in. Next to the duty that they are allocated to, e.g. SB1 Driver, is a small square containing the letter 'i'. Clicking on this will open an options box as shown in the screen shot below.



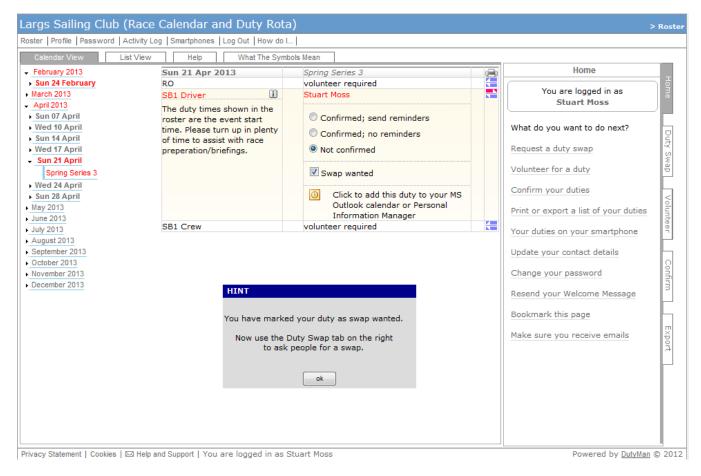
The user can select the mode of confirmation and the system will update this duty. Depending on which option is picked the system will either email reminders or not.

If a user has confirmed a duty but then changes their mind it is possible to change the duty back to unconfirmed. If the user cannot confirm a duty, they should click the 'Swap Wanted' option. This will flag the duty as available to another volunteer. More details on using the 'Swap' system are given in the next section.

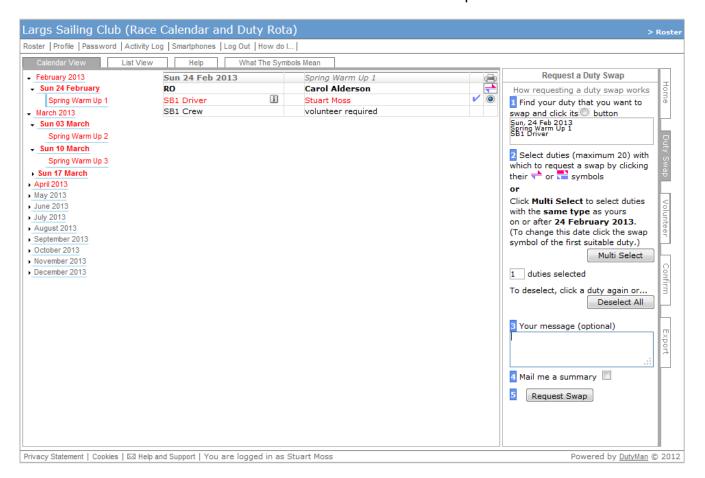
The user can now move to other dates and check the details for them. There is no need to close the options box to update the system.

Asking for a duty swap

Should a user find that they can't make a particular duty they should flag a duty for swapping. This can be done as described in previous section. When the 'Swap Wanted' option is ticked the system will display a message box at the foot of the screen. This can be seen in the following screen shot. It can also be seen that the duty is now flagged pink and blue showing that a swap is required.



It is possible to leave things like this, that is, the user is still allocated against the duty until someone else volunteers to do the duty. This is not a desirable situation since it could be a while before anyone realises that a duty requires a swap. This is where the 'Swap' tab comes into its own. The screen below is shown when the user clicks the 'Swap' tab.



Again, the dialog displayed on the right of the screenshot above explains how to go about asking other users for a swap. The basic principle is that the roster should be open for the date which requires a swap. Step 1 asks the user to highlight their duty needing swapped. Step 2 then asks the user to now select other user's duties to swap with them. In the screen shot above the SB driver duty needs a swap. Notice also that the RO duty is showing that it is available for swapping. When clicked, this duty is added to swap request. Step 2 can be repeated against a number of duties and dates.

Once all the duties have been selected, the user can write a brief note to be included in the swap request email. The user can also ask for the details of the swap request to be emailed to them.

Volunteering for a duty swap

A user can volunteer to take the duty swap by logging and following the previous section 'Volunteering for a duty'.

Contact

Any problems with this document or in using the Dutyman system can be sent to the Dutyman administrator at Dutyman@largssc.co.uk who will try to help.

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