

How to View and Sign Up for Events Posted on your agencies ODISS system.



4/05//2016

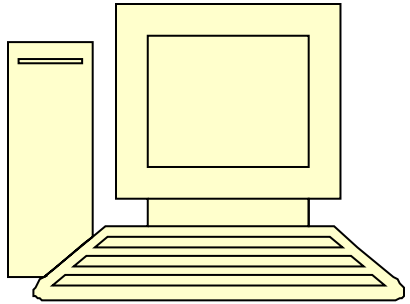
ODISS Access Examples



ODISS Servers are housed in secure U.S. facilities that can be accessed from any computer, smartphone, etc. with a current browser via a secure web connection, 24/7.



Home



Work

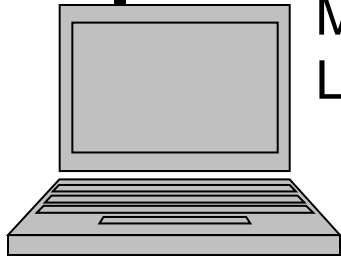
**Secure SSL
Encrypted
Connection**



**SmartPhones
iPhones, etc.**



**Mobile
Laptops**



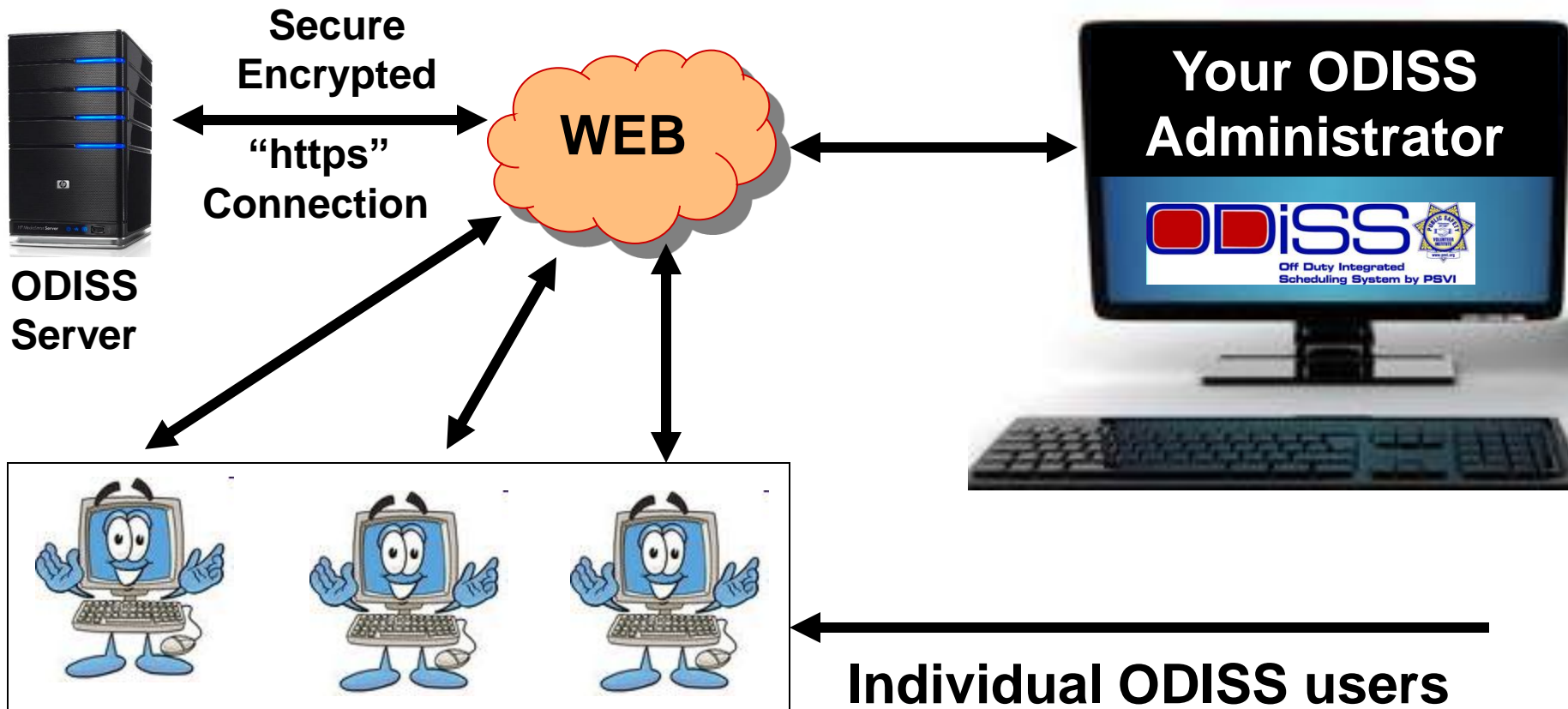
**Vehicle
Mobile
Data
Computers**



Limited access on some handheld devices with such as older style Blackberry's with very small screens.

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

ODISS operates in a “Cloud Computing” and SaaS, “Software as a Service”, solution meaning your organization subscribes to our software. All product updates are automatically uploaded to your agencies ODISS system, there is no need to do anything on your end.



How to Sign Up for Events on ODISS

**The following slides
provide detailed
instructions on how to Sign
Up for Events on your
agency's ODISS system.**

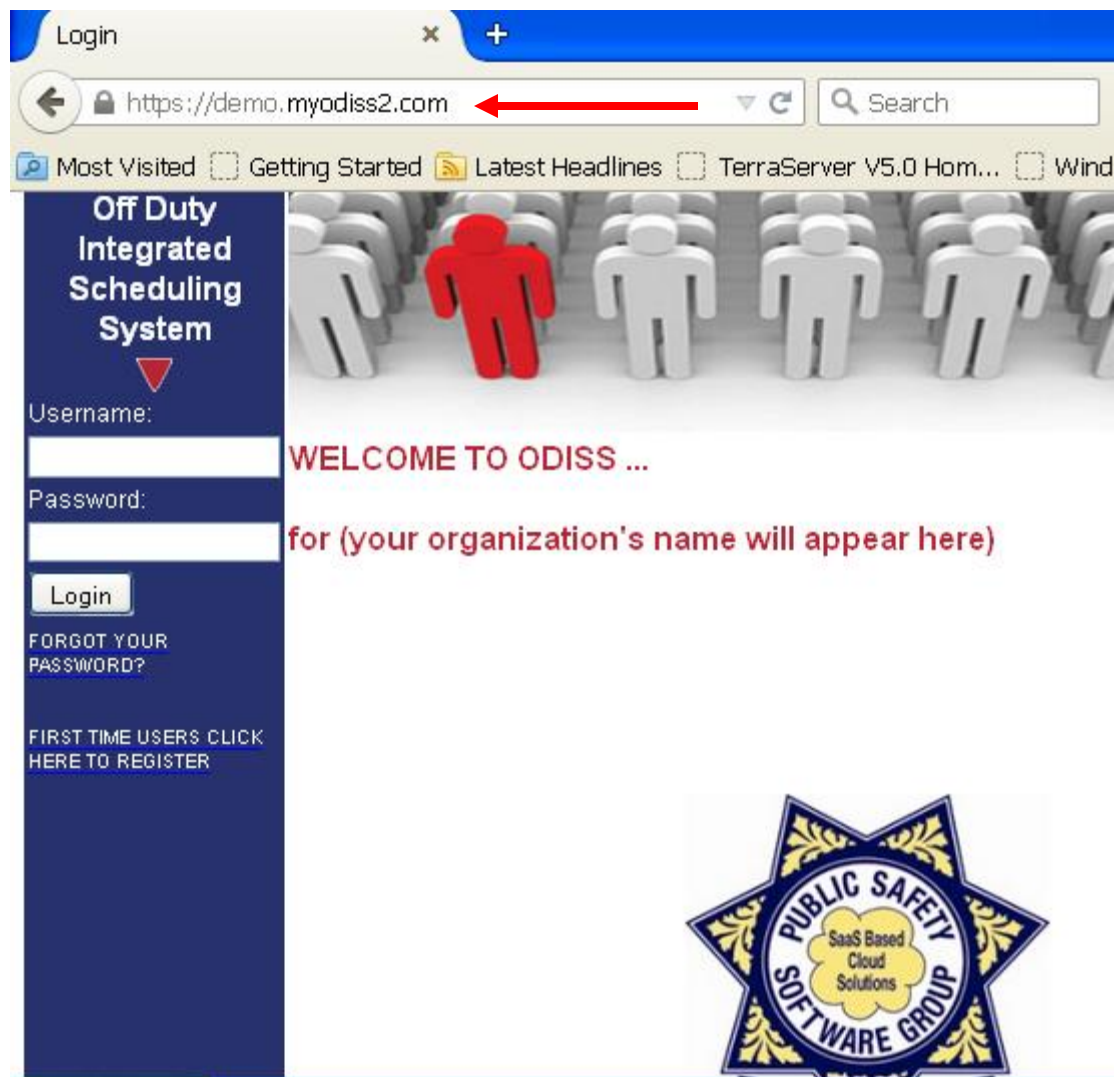
ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

Each ODISS client agency has their own unique URL (web address) to access its main login page similar to the below with the word “yours” replaced by the name given to you by your agency ODISS admin.

<https://yours.myodiss2.com>

You'll first need to register and set up your own unique account on ODISS. Once you have registered, enter your URL on your computer, iPhone, iPad, Smart phone, browser. You may first want to “bookmark” this page for quick access to your new ODISS account.

Enter the username and password you created when you registered.



The screenshot shows a web browser window with the address bar displaying <https://demo.myodiss2.com>. The page title is "Off Duty Integrated Scheduling System". The login form includes fields for "Username:" and "Password:", a "Login" button, and links for "FORGOT YOUR PASSWORD?" and "FIRST TIME USERS CLICK HERE TO REGISTER". The background features a row of white human figures with one red figure in the center, and the text "WELCOME TO ODISS ..." and "for (your organization's name will appear here)". A logo for "PUBLIC SAFETY SOFTWARE GROUP" is visible in the bottom right corner, featuring a star shape with "SaaS Based Cloud Solutions" in the center.

How to Sign Up for Events on ODISS

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

Using the registration process, you created your own ODISS account. You'll know this is your account because your name will appear at the top of your home page after you login. Now let's see how you can easily respond to events posted needing personnel.

The screenshot displays the ODISS user interface. At the top, the ODISS logo is on the left, and a red circle highlights the text "Welcome Hans Cuff". To the right are navigation links for Home, Help/FAQ, and Logout. Below this is a dark blue navigation bar with links for HOURS, TRAINING, YOUR SCHEDULE, FORMS/LINKS, UPDATE YOUR RECORD, and RESOURCES.

The main content area is split into two panels. The left panel, titled "EVENTS SCHEDULED FOR UP TO ONE YEAR", contains a table of events:

START	END	EVENT	SCHEDULED	WAIT LISTED
08/16/2015 12:00 PM	08/16/2015 4:00 PM	Downtown Street Fair		
08/21/2015 9:00 AM	08/21/2015 3:00 PM	Movie Set Security	Hans Cuff	
08/26/2015 5:30 PM	08/26/2015 7:30 PM	City Council Meeting Security		
08/26/2015 6:30 PM	08/26/2015 10:30 PM	High School Football Game	Hans Cuff	
08/31/2015 8:00 AM	08/31/2015 11:00 AM	Traffic Control		Sam Brown

The right panel shows a calendar for August 2015. The calendar uses color-coding to indicate event status: green for "You are Scheduled", red for "Personnel Needed", grey for "Event Filled", yellow for "Scheduled & Personnel Needed", and blue for "Requested". The calendar shows that Hans Cuff is scheduled for August 21st and 26th. August 16th is marked as "Personnel Needed", August 21st as "Scheduled & Personnel Needed", and August 26th as "Scheduled & Personnel Needed". August 7th is marked as "Requested".

At the bottom of the calendar panel, there are two options: "TEXT CALENDAR" and "FULL CALENDAR VIEW".

How to Sign Up for Events on ODISS

The ODISS system has two different types of event postings.

The first type of event posting is the “first come, first serve” method which basically means the first people to respond will automatically be signed up until all positions are filled. Anyone signing up after all positions are filled will be wait listed by the system and moved up if someone is removed from the event.

The second type is the “Event Notification” which means the ODISS administrator is asking individuals who are interested in working the posted event to respond. The administrator will select the persons to work the event and each selected individual will receive an email advising him/her that he/she was selected.

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

There are 3 ways to view events and their status. Each view uses the same color code system to indicate the status.

1. The calendar at the far right is a snapshot view of the daily events. If there are multiple events on one day, the box on the calendar for that date may contain multiple colors depending on the status of each event scheduled for that day.

2. The scrolling calendar on the left side of the page lists each event scheduled and the text is color coded to indicate the event's status.

3. The full calendar lists the events scheduled for each day just like the scrolling calendar but it is in a calendar format.

Click on the event text or calendar box to view the event details.

ODISS Welcome Hans Cuff Home Help/FAQ Logout

HOURS TRAINING YOUR SCHEDULE FORMS/LINKS UPDATE YOUR RECORD RESOURCES

EVENTS SCHEDULED FOR UP TO ONE YEAR

START	END	EVENT	SCHEDULED	WAIT LISTED
08/16/2015 12:00 PM	08/16/2015 4:00 PM	Downtown Street Fair		
08/21/2015 9:00 AM	08/21/2015 3:00 PM	Movie Set Security	Hans Cuff	
08/26/2015 5:30 PM	08/26/2015 7:30 PM	City Council Meeting Security		
08/26/2015 6:30 PM	08/26/2015 10:30 PM	High School Football Game	Hans Cuff	
08/31/2015 8:00 AM	08/31/2015 11:00 AM	Traffic Control	Sam Brown	

NOTE: This scrolling calendar allows users to view events up to one year in advance from the current day going forward.

August 2015

SUN MON TUE WED THU FRI SAT

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

■ You are Scheduled ■ Personnel Needed ■ Event Filled
■ Scheduled & Personnel Needed ■ Requested

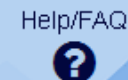
TEXT CALENDAR **FULL CALENDAR VIEW**

[Link to Full View Calendar](#)

How to Sign Up for Events on ODISS



Welcome Terry Tester



[HOURS](#)

[TRAINING](#)

[YOUR SCHEDULE](#)

[FORMS/LINKS](#)

[UPDATE YOUR
RECORD](#)

[RESOURCES](#)



February 2016



SUN

MON

TUE

WED

THU

FRI

SAT

1

2

3

4

5

6

02/01/2016

02/02/2016

02/03/2016

02/05/2016

02/06/2016

5:30 PM

11:00 AM

11:00 AM

11:00 AM

8:00 AM

02/01/2016

02/02/2016

02/03/2016

02/05/2016

02/06/2016

9:30 PM

3:00 PM

3:00 PM

3:00 PM

12:00 PM

Open Gym

UTI (Security) - 4100

UTI (Security) - 4100

UTI (Security) - 4100

TET Festival Parade

(Security)-Rosa Parks

Duckhorn Dr

Duckhorn Dr

Duckhorn Dr

(Traffic) - Stockton BI

Middle School (2250

68th Av)

02/05/2016

Area

6:30 PM

02/06/2016

02/05/2016

9:00 AM

10:30 PM

02/06/2016

D8 Hot Spot (Security)

4:00 PM

- Pannell Center

Sacramento Zoo

(2450 Meadowview)

Museum Day (Traffic)

City Zoo

Above is an example of the ODISS full screen calendar which will show you the Events and Event Notifications for the entire month. To view or sign up for an event posted simply click on the text in the calendar to open the page with full details.

How to Sign Up for Events on ODISS

The screenshot shows the ODISS web interface. At the top, the logo 'ODISS' is on the left, and 'Welcome Terry Tester' is in the center. On the right, there are links for 'Home', 'Help/FAQ', and 'Logout' with corresponding icons. Below this is a dark blue navigation bar with links for 'HOURS', 'TRAINING', 'YOUR SCHEDULE', 'FORMS/LINKS', 'UPDATE YOUR RECORD', and 'RESOURCES'. The main content area displays event details for an event named 'Test'. The text 'NAME OF EVENT: Test' is circled in red. Below it, the start date is 'April 4, 2016 1330' and the end date is 'April 4, 2016 1345'. The number of personnel still needed is '1'. There are two tables: 'Personnel Needs' with columns 'NEED', 'COUNT', and 'PERSONNEL', showing 'No Personnel Needs'; and 'Resources Assigned' with columns 'TYPE' and 'RESOURCE', showing 'No Resources Assigned'. The 'Close Date: March 29, 2016 1200' is also circled in red. At the bottom, a dark blue bar says 'PERSONNEL CONFIRMED FOR EVENT' and a button labeled 'Sign Up for Event' is centered, with red arrows pointing towards it from both sides.

Events that are “First Come, First Serve” will be indicated by the wording “**Name of Event**” at the top of the page. If a “Close Date” has been assigned, you must respond by this date in order to sign up for this event. You can sign up for an Event by clicking the button you entitled “Sign Up for Event”. Once you click this button, your calendar will turn **Green** for that date.

If the Event is full, the button will state “Sign Up for Wait List”. By clicking this button, you will be placed on the wait list to work this event.

How to Sign Up for Events on ODISS

HOURS	TRAINING	YOUR SCHEDULE	FORMS/LINKS	UPDATE YOUR RECORD	RESOURCES
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NAME OF EVENT NOTIFICATION: Test Event for Notification

Start Date: April 5, 2016 0900

End Date: April 5, 2016 1100

Number of Personnel Still Needed: 2

Personnel Needs: **NEED COUNT PERSONNEL**
No Personnel Needs

Resources Assigned: **TYPE RESOURCE**
No Resources Assigned

Close Date: April 1, 2016 1200

PERSONNEL REQUESTING TO WORK THIS EVENT:

[Request to Work this Event](#)

On the event detail page for Event Notifications, the wording at the top of the page will state “**Name of Event Notification**”. This means you are requesting to work pending being selected. This detail page will provide information about the event including the “Close Date” if one has been assigned. This is the date by which you must respond in order to be considered to work this event.

Near the bottom of this page is a button that you can click to “Request to Work this Event”. Once you click this button, your calendar will turn **Blue** on this date.

HOURS TRAINING YOUR SCHEDULE FORMS/LINKS UPDATE YOUR RECORD RESOURCES

NAME OF EVENT NOTIFICATION: Test Event for Notification

Start Date: **April 5, 2016 0900**

End Date: **April 5, 2016 1100**

Number of Personnel Still Needed: **1**

Personnel Needs: **NEED COUNT PERSONNEL**

No Personnel Needs

Resources Assigned: **TYPE RESOURCE**

No Resources Assigned

Close Date: **April 1, 2016 1200**

PERSONNEL REQUESTING TO WORK THIS EVENT:

Terry Tester

Remove me from this Notification

After signing up for an Event OR Event Notification, you can remove yourself by clicking the button entitled "Remove me from this Notification" or, if it is a first-come, first-serve Event, the button will state "Remove me from this Event".

How to Sign Up for Events on ODISS

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

All open Events and Event Notifications will appear in **Red** on the calendars.

If you sign up for an Event that is not yet full, the event date and text will turn **Green** on your calendar.

Anything in **Blue** on your calendar indicates that you have requested to work an Event Notification. If you are later selected to work that Event, your calendar and the event text will turn **Green**.

The color code **Yellow** indicates that you are scheduled to work an event on that date and there is one or more other events that same date that are available for sign ups.

The screenshot displays the ODISS web application interface. At the top, the ODISS logo is on the left, and the user is logged in as "Welcome Hans Cuff". Navigation links include Home, Help/FAQ, and Logout. A menu bar contains: HOURS, TRAINING, YOUR SCHEDULE, FORMS/LINKS, UPDATE YOUR RECORD, and RESOURCES.

The main content area is split into two panels. The left panel, titled "EVENTS SCHEDULED FOR UP TO ONE YEAR", contains a table with the following data:

START	END	EVENT	SCHEDULED	WAIT LISTED
08/16/2015 12:00 PM	08/16/2015 4:00 PM	Downtown Street Fair		
08/21/2015 9:00 AM	08/21/2015 3:00 PM	Movie Set Security	Hans Cuff	
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08/26/2015 6:30 PM	08/26/2015 10:30 PM	High School Football Game	Hans Cuff	
08/31/2015 8:00 AM	08/31/2015 11:00 AM	Traffic Control		Sam Brown

The right panel shows a calendar for August 2015. The days are color-coded according to the legend below:

- Green:** You are Scheduled
- Red:** Personnel Needed
- Grey:** Event Filled
- Yellow:** Scheduled & Personnel Needed
- Blue:** Requested

Calendar details: August 1st is a Saturday with a '1' in the day cell. August 7th is a Friday with a blue background. August 16th is a Sunday with a red background. August 21st is a Friday with a green background. August 26th is a Wednesday with a yellow background. August 31st is a Monday with a grey background.

At the bottom of the calendar view, there are two options: "TEXT CALENDAR" and "FULL CALENDAR VIEW".

How to Sign Up for Events on ODISS

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Dates shown in **Grey** indicate there is an event scheduled and filled; however prior to the event sign up cutoff date you can still add yourself to the wait list. If someone else removes his or herself from the event and you're first on the wait list, you'll be automatically moved up. You will receive an e-mail notification stating that you have been signed up for the event and your calendar will turn **Green**.

The screenshot shows the ODISS web application interface. At the top, there is a navigation bar with the ODISS logo, a welcome message for Hans Cuff, and links for Home, Help/FAQ, and Logout. Below this is a secondary navigation bar with links for HOURS, TRAINING, YOUR SCHEDULE, FORMS/LINKS, UPDATE YOUR RECORD, and RESOURCES.

The main content area is divided into two sections. The left section is titled "EVENTS SCHEDULED FOR UP TO ONE YEAR" and contains a table with the following data:

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08/16/2015 12:00 PM	08/16/2015 4:00 PM	Downtown Street Fair		
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The right section is a calendar for August 2015. The calendar shows dates from 1 to 31. The dates are color-coded according to the legend below the calendar:

- 1: Grey (Event Filled)
- 7: Blue (Requested)
- 16: Red (Personnel Needed)
- 21: Green (You are Scheduled)
- 24: Grey (Event Filled)
- 26: Yellow (Scheduled & Personnel Needed)
- 31: Grey (Event Filled)

At the bottom of the calendar, there are two options: "TEXT CALENDAR" and "FULL CALENDAR VIEW".

- You are Scheduled
- Personnel Needed
- Event Filled
- Scheduled & Personnel Needed
- Requested

How to Sign Up for Events on ODISS

ODISS, Off Duty Integrated Scheduling System, www.myodiss.com

The ODISS system will send an email notification to you when the following situations occur.

- When an Event or Event Notification is posted, the administrator has the option to have an email sent out to all invited persons. This is optional, at the administrator's discretion.
- If there is a change to an Event or an Event Notification, the administrator has the option to have the system send out an email to all invited persons. This is optional, at the administrator's discretion.
- When the administrator finalizes an Event Notification and selects the persons to work that event, an email will be sent to all who requested to be considered to work that event. This email will advise the person if he/she was selected or not.
- If the administrator signs you up for an Event, you will receive an email notification.
- If the administrator removes you from an Event or Event Notification, you will receive an email notification.
- If you are wait-listed for an Event and a person who had been scheduled to work the event has removed him/herself or had been removed by the administrator, you will receive an email notifying you that you have been moved up and are not scheduled to work the Event.

How to Sign Up for Events on ODISS

Good Job, You're Done!

Thank you for taking the time to learn how to use ODISS. Please send any helpful feedback or product thoughts to info@myodiss.com , we read them all!

If you need help, please contact your agency ODISS administrator first, this is probably the person who coordinates your paid special events, before contacting us as the issue you're having may be a simple one. If you do contact us, please give us your name, agency, and as many details as possible on the problem so we can more quickly assist you. Please forward any help request to: help@myodiss.com and we'll respond promptly, usually in the same day. Thank you again!