ODISS Scheduling & Event Creation Screen Shot Help Guide.

ODiSS

Off Duty Integrated Scheduling System by PSSG

PUBLIC SAFETY SOFTWARE GROUP
SaaS Based Cloud Solutions
www.publicsafetysg.com

Using ODISS to Create and Schedule Events and Notify your Personnel by Automated e-mail and/or text messages.

Left Click Your Mouse to Advance Slides, Right click to back up one or press ESC to exit presentation.

6/12/2016

Feature Overview

The ODISS event scheduling and calendar system, aka, ICANSS, Intelligent Calendar Notification Scheduling System, is a very powerful tool custom programmed specifically for our clients needs with features not available on any other system!

Using our system allows ODISS administrators the ability to schedule one single event or repeat the event multiple times or save the event as a template for future use. ODISS also allows you to notify all members of the selected group or groups by e-mail and/or text within one minute of clicking "submit" to up to three e-mail and/or text addresses per person.

Additional features include the ability to establish "personnel needs" in advance of the event for individuals to select what task they want to work along with the ability to wait list themselves and much more!

Using the simple, step by step instructions on the following pages will help you create new events in less then a minute!

Your ODISS admin calendar and your individual users calendar share similar color code systems. The color chart to the right shows the meaning for each different color. Please note that more than one color may appear per day indicating multiple notifications. For example, grey and red would mean you have an event that is filled and another event that still needs personnel to staff it.
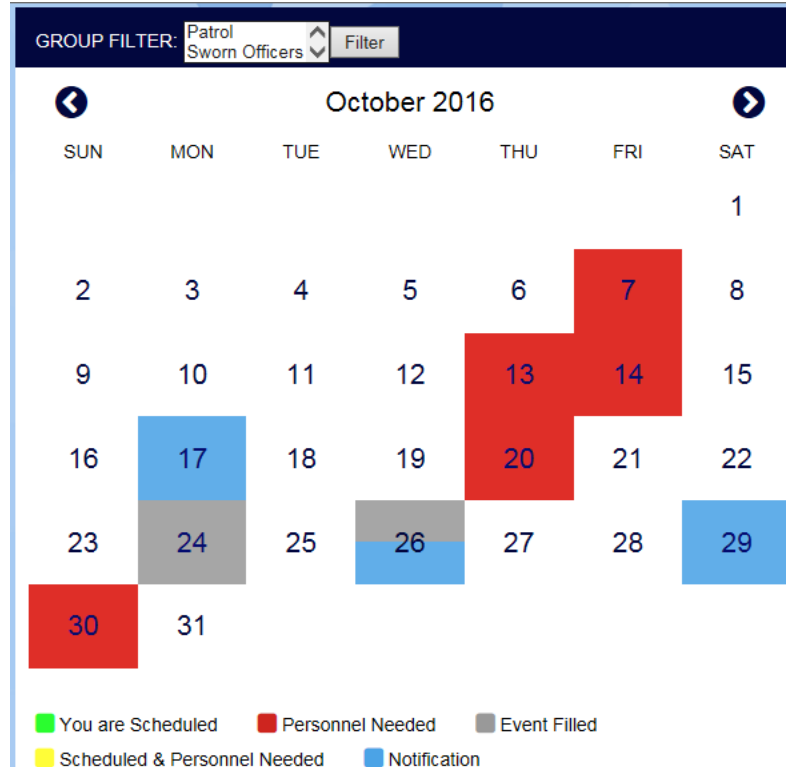
**Red =
Personnel
Needed for an
event.**

**Blue = Event
Notification.**

**Green =
Your Scheduled
that day to work.**

**Grey =
Event Filled but
you can wait list.**

**Yellow =
You are
scheduled &
personnel are
still needed.**

GROUP FILTER: Patrol / Sworn Officers — Filter

October 2016

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 ☐ Notification

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Another method of viewing upcoming events is by using the scrolling view of events as seen to the left of the color code calendar. This feature list all upcoming events scheduled for up to one year from the current date. Past events will not be listed on this but will remain forever on your calendar to the far right. Clicking on the "event" link in the middle will take you directly to the event page details for more information. The link colors also match the calendar color code.

➕ ADD AN EVENT OR NOTIFICATION   ✉ SEND EMAIL

EVENTS SCHEDULED FOR UP TO ONE YEAR

START	END	EVENT	SCHEDULED	WAIT LISTED
11/09/2016 1700	11/09/2016 2200	Sacramento Kings Game	Charlie Block, Aaron Baker, Hana Cuff, Christopher Elliston	
11/11/2016 1800	11/11/2016 2300	Midtown Friday Nights		
11/12/2016 1200	11/12/2016 1900	Concert at the Beach		
11/12/2016 1730	11/12/2016 2330	Sports Arena Home Game (- CLOSED -)		
11/14/2016 1000	11/14/2016 1000	Car Show		
11/15/2016 1800	11/15/2016 1800	City Council Security		
11/16/2016 1700	11/16/2016 2200	Sacramento Kings Game		
11/18/2016 1800	11/18/2016 2300	Midtown Friday Nights		
11/19/2016	11/19/2016	Sports Arena Home		

Admin Guide; Creating Events with the ODISS Scheduling System.

From: 11/01/2016 📅 To: 11/30/2016 📅 [Apply Filter]

Scheduled Events and Shifts

Another method of viewing upcoming events is by clicking the "View Text Version of Calendar" link located at the bottom of your calendar. This feature will allow you to view and print a list of all the upcoming events and shifts for the current month. You may also change the date range to view future months or past months.

Start	End	Event	Creator	Personnel Scheduled	Personnel Waitlisted
11/02/2016 1700	11/02/2016 2200	*Sacramento Kings Game*	Potential Client	Anita Andressen, Sam Brown	
11/04/2016 1800	11/04/2016 2300	*Midtown Friday Nights*	Potential Client	Anita Andressen, Aaron Baker, Sam Brown, Hans Cuff	
11/05/2016 1200	11/05/2016 1900	*Concert at the Beach*	Potential Client		
11/05/2016 1730	11/05/2016 2330	*Sports Arena Home Game*	Potential Client	Anita Andressen, Don Blakely	Aaron Baker
11/09/2016 1700	11/09/2016 2200	*Sacramento Kings Game*	Potential Client	Charlie Block, Aaron Baker, Hana Cuff, Christopher Elliston	
11/11/2016 1800	11/11/2016 2300	*Midtown Friday Nights*	Potential Client		
11/12/2016 1200	11/12/2016 1900	*Concert at the Beach*	Potential Client		

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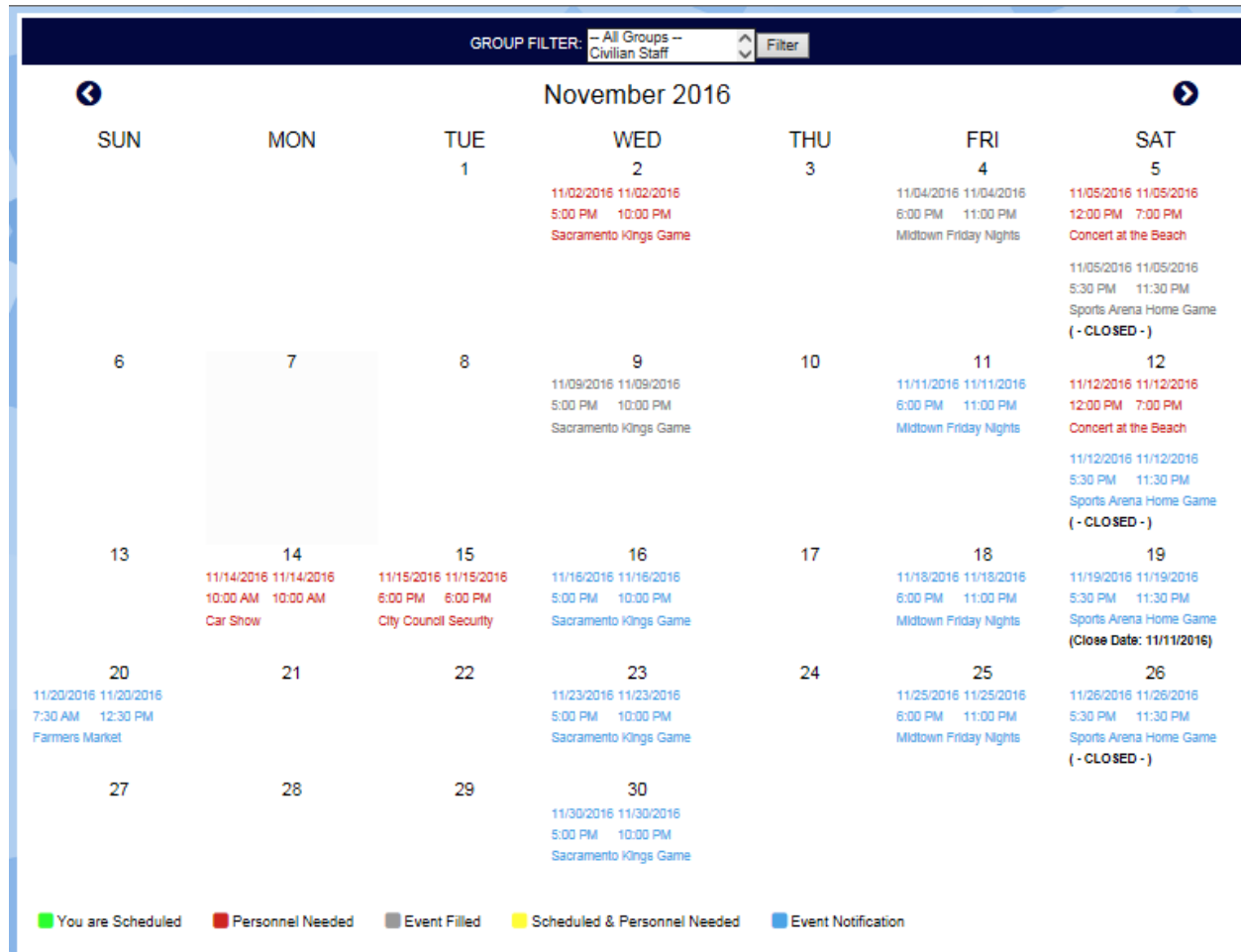
The fourth method is to click the "Full Calendar View" link under the color coded calendar on the bottom right side to view as a monthly calendar.

Admin Guide; Creating Events with the ODISS Scheduling System.

ODISS admins can schedule upcoming events for their personnel in as little as four simple steps. Admins also have the ability to send their request to one or all of the groups via e-mail and/or text for instant notification and response. Admins can also reserve a "resource" such as vehicles if they are entered into the system already via the Admin Control Panel, "View, Add, Edit Resources" page and create a list of personnel needs as well.

The following pages will show you in detail how to do all the above and more. To get started click the link circled in **red** labeled: "Add an Event or Notification"

To use a Template for this Event, select the Template from the list below and click "Use This Template".

Event Template:

Downtown Street Fair
High School Football Game
Movie Set Security
Sacramento Kings Game
Sports Arena Home Game

If the event you are creating is one that will come up again and you would like to save it for reuse at a later date, when you reach the end of this page you'll simply click the button "Submit and Save at Template" after which the name will appear in this box after which you simply click the title and below button "Use This Template" to use again.

Use This Template

Enter the Event details below. This information can also be saved as a Template to use for future Events.

Event Title: [   ]

Client (if applicable): -- Select Client Name -- ▾

Start: November ▾ 7 ▾ , 2016 ▾ at 22 ▾ 30 ▾

End: November ▾ 7 ▾ , 2016 ▾ at 22 ▾ 30 ▾

☐ **Repeat Event:** *(You can set the event repeat properties only after you submit the original event)*

[0] **Personnel Needed**

To schedule an event begin by typing in the top box labeled "Event Title" a title to describe what the event is such as "Downtown Parade". Next if you have clients set up in the "Client Module" you may select the name of the client this event is for. Doing so will allow you to track and report all the events and hours associated with them.

Next select the start and end date, usually the same date of your event and the start and end times.

If this event will be repeated over a specific period like five days in a row or every third Tuesday of the month for a year, etc. then click "Repeat Event" as seen circled in Red. **Nothing will happen yet but when you complete the form and click "Submit" at the bottom, another page will appear allowing you to select your repeat date options.** Next you *must* enter the number of people you need to staff this event. When it's filled, the calendar will turn from red to grey indicating it's filled but people can wait list for it.

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☐ **Assign needs?** *(You can assign needs only after you submit the original event.)*

☐ **Assign certifications or training required?** *(You can assign certifications or training required only after you submit the original event.)*

☐ **Assign Resource (such as equipment)?** *(You can assign resources only after you submit the original event.)*

Select the Groups and/or the Individuals who are eligible to sign up for this event.

Group*:	Individuals*:	Read-Only Individuals*:
Sworn Officers	Block, Cindy	Andressen, Aaron John
Patrol	Brown, Sam	Andressen, Antonio M
Detectives	Cannie, Lassie	Archer, Marc
Motor Officers	Clark, Steve	Baker, Aaron P
K9	Cuff, Hana	Blakely, Don

To select more than one Group or more than one Individual, hold down the CTRL key and click on your selections. To deselect a Group or Individual, hold down the CTRL key and click on the selection you wish to deselect.

The next *option* you have is to "Assign Needs" which allows you to specify what exactly the person(s) will be doing at the event when they sign up. This is Not required but if you wish to use this feature you'll need to click the box to the left of the option as seen circled in red. After you complete the form and click "Submit" another page will open to enter your personnel needs such as traffic control, roving patrol, etc.

Your next *option* is to assign any Training Certifications your personnel may need to work the event. You must first create the training need in the ODISS "Training" module. If the person requesting to work this event does not have the required training or certification, they will not be able to sign up or request to work the event.

The next *option* you have is to "Assign Resources" to the event. This option allows you to select from a list of resources you've already entered into ODISS to reserve for this event.

Nothing will happen with these three options until you complete the form and click "Submit" at the bottom, then another page(s) will appear allowing you to select your needs and resources if you checked the box for one or both.

Your next step is to select the group or groups or all groups you want to make this event available to work by highlighting the title of those groups in the box titled "Group". You may also select specific individuals you want to notify who may not be in the group you selected by highlighting their name in the center box titled "Individuals". The far right box titled "Read Only Individuals" is just that, for individuals you want to notify about the event but are not able to sign up for it, just "read only".

The next option available is to enter any information about the event you'd like to share with your personnel in the "Event Text" box. This could include dress code or who to report to or helpful information like where to park when arriving or anything you want to share. The text entered in this box will appear on the event information page and on any automated e-mail's sent to your personnel if you chose to as seen in the received e-mail sample below.

Select the Groups and/or the Individuals who are eligible to sign up for this event.

Group*:
- Sworn Officers
- Patrol
- Detectives
- Motor Officers
- K9

Individuals*:
- Block, Cindy
- Brown, Sam
- Cannie, Lassie
- Clark, Steve
- Cuff, Hana

*To select more than one Group or more than one Individual, hold down the CTRL key and click on hold down the CTRL key and click on the selection you wish to deselect.

Event Text:

Home game at Sports Arena. Eight officers and one Sgt. needed, class A uniform. Standard pay rate for paid extra duty events apply. Officers will utilize department vehicles, four men to a car with Sgt. in supervisors patrol unit to and from event. Use secondary radio freq. for event communications with one HT per officer.

NEW EVENT: Sports Arena Home Game on Nov 16, 2016 fro...

Message

Reply | Reply to All | Forward | Delete | Move to Folder | Create Rule | Other Actions | Block Sender | Safe Lists | Not Junk | Categorize | Follow Up | Mark as Unread | Find | Send to OneNote

Respond | Actions | Junk E-mail | Options | OneNote

From: Potential Client [afemister@psvi.org]   Sent: Mon 11/7/2016 11:47 PM
To: art@publicsafetysg.com
Cc:
Subject: NEW EVENT: Sports Arena Home Game on Nov 16, 2016 from 1800 to 2200

Sports Arena Home Game

Home game at Sports Arena. Eight officers and one Sgt. needed, class A uniform. Standard pay rate for paid extra duty events apply. Officers will utilize department vehicles, four men to a car with Sgt. in supervisors patrol unit to and from event. Use secondary radio freq. for event communications with one HT per officer.
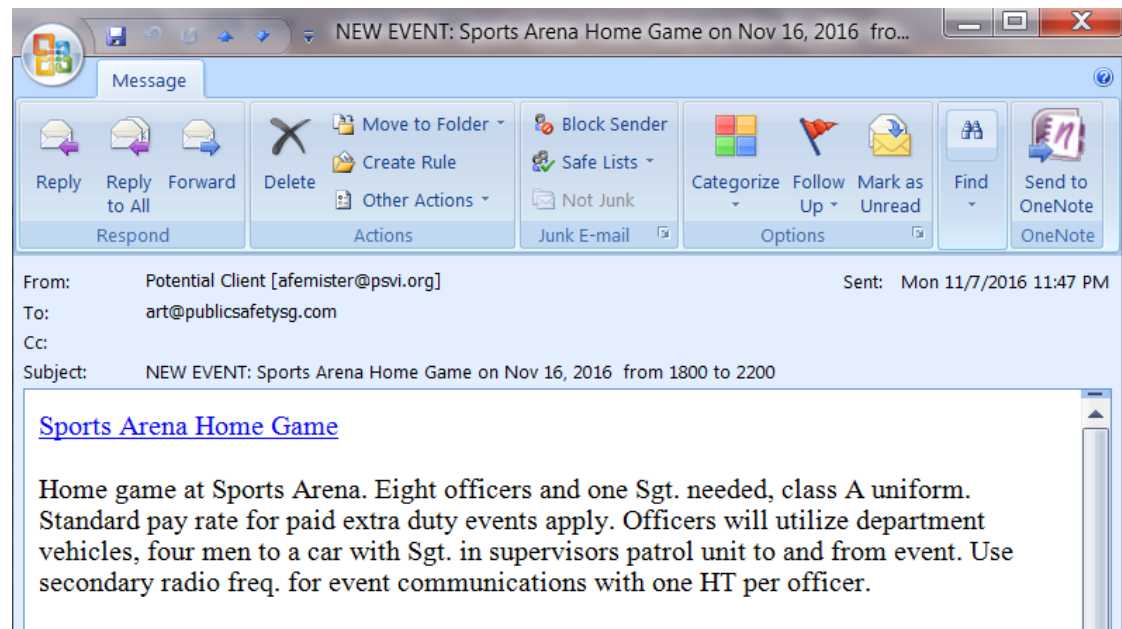
☐ **Receive External Email Message** *(Check this box if you want to receive an external email message when an individual signs up for this event:*

☐ **Check this box to send a message to your group announcing this event or event notification.**

To Create an Event Notification:

☐ **Check this box.**

To assign a Closing Date for this Event or Event Notification:

Enter a Closing Date here to prohibit any sign ups for this event or notification after this date and time `07/20/2016` 🗓▾ at `06 ▾` `00 ▾`

[Submit] [Submit and Save as Template]

Only four more potential steps to complete and you're done!

The first option is to receive an external e-mail notifying you when someone signs up for the event. This maybe helpful for short notice events when you're expecting to be asked if the event is filled or need to notify someone as soon as it is. Clicking that box will as it says, send you an email every time someone signs up for the event until it's filled. The second option is Very Important. If you want to notify your personnel by e-mail and/or text message of this event, You Must Check This Box, otherwise the event will Only show up on their ODISS calendar. The third option is if you want this event to be posted as a "Notification Only", i.e., personnel can request to work the event but may or may not be assigned depending on your final selection of the individual who expressed interest. Not checking this box will send out the event as a "First Come, First Serve" assigned event.   Your fourth and last option is to assign a closing date to the event if you wish to. Entering a date and time will simply lock out anyone who try's to sign up for the event after the date and time you enter. If individuals are allowed to sign up to the last minute then leave these boxes blank.
Finally click the "Submit" button to post and/or send the event or save it as a template for future use as well.

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If you checked the box next to "Assign Needs" on the event set up page then this page will appear after submit your event.

If you did not select this box then please ignore this page. If you wanted to assign needs but forgot to check the box then view the event page, click edit then click the assign needs box and click submit to bring up this page.

This form will allow you to assign specific tasks in advance of the event date that individuals can select from prior to arriving at the event. Once you create the needs, individuals signing up for the event must select one of the needs from the drop down list on the event page otherwise they will receive an error message stating they must to submit their sign up.

To Assign Needs to This Event: Annual City Fair use the selection box below.

0 out of 6 Volunteer needs assigned.

Select Need: [▼] x [1] Person(s)

[Add Need to this Event]

[Done Adding the Needs]

Create a new need to add to the Needs selection list.

Need Name: [   ]

[Create Need]

The Needs for this Event are Currently as Shown Below

NEED   COUNT   PERSONNEL

[Edit Personnel Needs]

To assign specific needs, aka, tasks for individuals to perform at the event, first click the down arrow on the select need box. If you've already added the need/task name in this selection box then simply highlight the title of the need you want to add and enter a number in the box labeled Persons and then click the "add need to this event" button shown by the red arrow but hidden in this example by the list of potential needs.

Continue to do this until you have enough needs listed to equal the number of people you've invited to attend the event as the numbers must be the same amount. The click the button labeled "done adding needs" to submit the form.

To learn how to add need titles to the drop down selection box, please see our next slide.

To Assign Needs to This Event: Annual City Fair use the selection box below.

4 out of **6** Volunteer needs assigned.

Select Need: [⌄] x [1] Person(s)

Admin front dcsk
Adoption Paperwork
Ambassador
Augment Patrol
Greeting Families
Junior Patrolman
lawnmowing
mcgruff then dog
recruiting
roaving patrol
SAR Team Leader
SARTECH I
SARTECH II
Searching Families
Security Patrol
Senior Patrolman
traffic

Create a new ... **eeds selection list.**

Need N...

The Needs fo ... **tly as Shown Below**

NEED		PERSONNEL
roaving patrol		Unassigned
traffic		Unassigned

Edit Personnel Needs
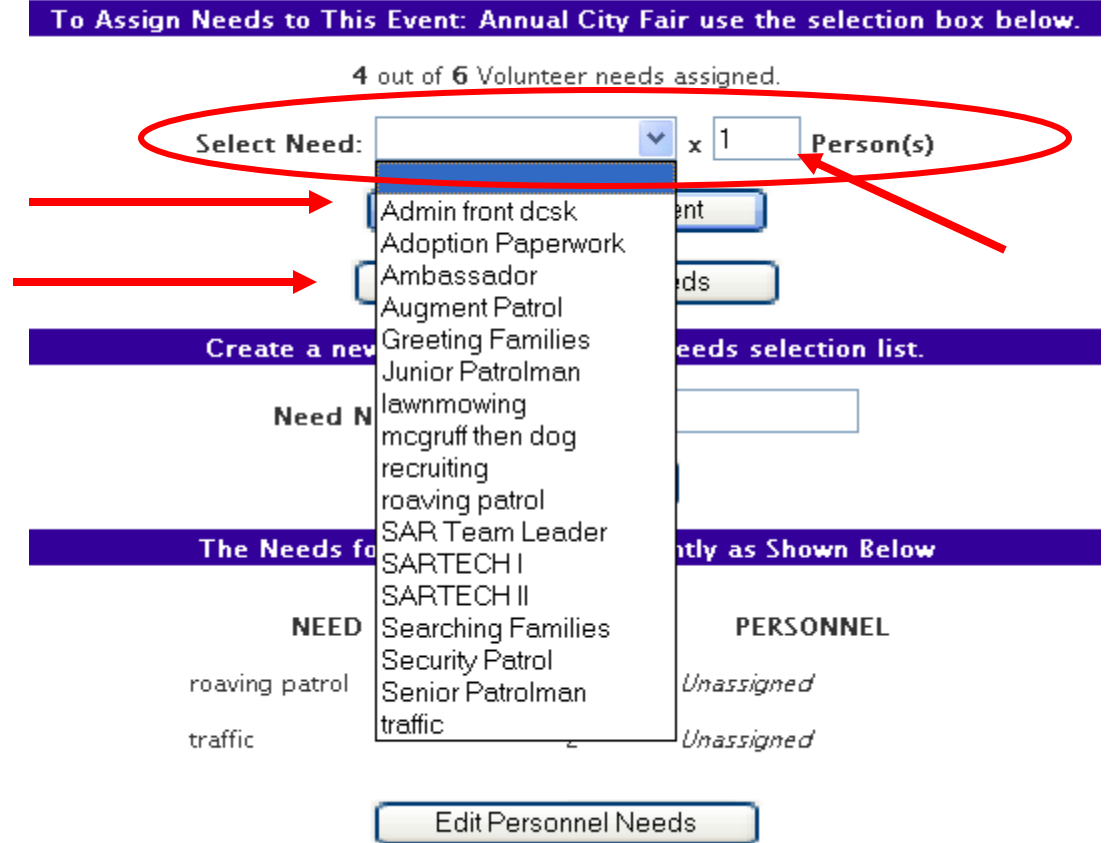
To Assign Needs to This Event: Annual City Fair use the selection box below.

6 out of **6** Volunteer needs assigned.

Select Need: [▼] x [1] **Person(s)**

[Add Need to this Event]

[Done Adding the Needs]

Create a new need to add to the Needs selection list.

Need Name: Staff Check In Table

[Create Need]

The Needs for this Event are Currently as Shown Below

NEED	COUNT	PERSONNEL
recruiting	2	*Unassigned*
roaving patrol	2	*Unassigned*
traffic	2	*Unassigned*

[Edit Personnel Needs]

To add need titles to the top section "select need" drop down box, first type in the task name in the "need name" box circled to the right in red then click "Create Need".

Any name you add this way will then appear in the above "select need" drop down box for use with this event and any future events. There is no limit to the number of need titles you can store in this form and you only have to enter them once.

If you checked the box next to "Reserve Resources" on the event set up page then this page will appear after you submit your event.

If you also checked the "assign needs" box then that page will first appear and then this form after you submit that page.

This form will allow you to reserve any resources you or your primary ODISS administrator have already created and saved in your ODISS system. If you have not created any resources then you must first do so by clicking on the Admin Control Panel red button at the top of your ODISS admin page. Then scroll down to the section with the green color bar labeled ""View, Add, Edit Resources". Use that feature to add whatever resource names you want to appear in the drop down menu on this page. Then simply highlight the resource name from the menu and click the "add resource" button to reserve that resource.

Add a Resource to This Event using the Selection Box Below

Patrol Car – 22V5

Resources marked with *** are reserved during this event's time period.

Add Resource

Resources Currently Reserved for This Event

TYPE　　　　　NAME

Done Adding Resources　　　　Edit Event Resources

Click the "Done Adding Resources" button when you're done adding all the resources you want and this page will be submitted.

Repeat 'Movie Set Security'

- ○ daily
- ⦿ weekly
- ○ monthly
- ○ yearly
- ☑ customize this setting

End 'Movie Set Security'

- ○ after [1] time(s)
- ⦿ on date [November ▾] [29 ▾], [2016 ▾]

[Cancel] [Continue]

If you checked the "Repeat Event" box while setting up your event, this screen will appear after you click Submit Event to set up how often you'd like to repeat the event. In this example you'd like to start your event on Tuesday, November 8th and repeat it for 3 more Tuesdays ending on November 29th. You'll click Weekly and Customize this Setting and then enter the end date of November 29th and click continue.

Custom Repeat 'Movie Set Security' *week*

recur every [1] week(s) on:

☐ Sunday ☐ Monday ☑ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

End 'Movie Set Security'

○ after [1] time(s)
● on date [November ▼] [29 ▼], [2016 ▼]

[Back] [Continue]

The next screen that will appear simply confirms what you're attempting to do with the repeat function. If everything is correct then click "Continue", if not then click "Back" and correct your entry. After you click Continue the screen below will appear, simply click the "Submit" button to finish setting up the repeat .

Confirm Repeat 'Movie Set Security'

Repeat **Movie Set Security** every **1 week(s)**
on *Tuesday*, ending on **November 29, 2016**

[Cancel] [Edit] [Submit]

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ADD AN EVENT OR NOTIFICATION   **SEND EMAIL**

GROUP FILTER: -- All Groups -- CSO   Filter

EVENTS SCHEDULED FOR UP TO ONE YEAR

START	END	EVENT	SCHEDULED	WAIT LISTED
11/08/2016 1645	11/08/2016 2045	Movie Set Security		
11/15/2016 1645	11/15/2016 2045	Movie Set Security		
11/16/2016 1800	11/16/2016 2200	Sports Arena Home Game		
11/22/2016 1645	11/22/2016 2045	Movie Set Security		
11/25/2016 1000	11/25/2016 1400	Thanksgiving Day Parade	Hans Cuff, Sam Brown, Joe Friday	
11/28/2016 1800	11/28/2016 2000	City Council Meeting	Hana Cuff, Cindy Block	
11/29/2016 1645	11/29/2016 2045	Movie Set Security		

November 2016

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			

Once you've completed the repeat function for this example you'll see on the above calendar as outlined in the black boxes the four events created by setting up just one event and using the repeat function. Please remember that the Repeat function only works on consistent days such as four days in a row or the first Monday of each month or every Wednesday for X number of days, etc.

Admin Guide; Creating Events with the ODISS Scheduling System.

PERSONNEL REQUESTING TO WORK THIS EVENT:

☐ *Anita Andressen*

☐ *Charlie Block*

☐ *Hans Cuff*

[Remove Selected Personnel from Notification]

[--add personnel-- ▼] as [--certifications-- ▼]

[Add Personnel to List]

EDIT OR DELETE EVENT

[Edit Event] [Edit Personnel Signed Up] [Delete Event]

If the event you've created is a "Notification" whereby your personnel have requested to work the event pending your decision based on whatever policies you utilize, to finalize the schedule begin by clicking the "Edit Personnel Signed Up" button on the bottom of that event detail page.

As you'll see on the next page, you have many options to chose from to finalize the order for which individuals will be selected from or you may also leave the order as is. Once you have decided on the order for which the selection will be based on then simply click the "Submit and Finalize Event" button.

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This column allows you to change the final order for who will work the event.

List certifications required to work the event that the person has.

Hours worked during the last rolling 30 days.

History shows the last 90 days events worked.

Shows the order which personnel signed up.

An R indicates person has requested to work another event, C indicates they are working another event.

Hours worked in the current month to date.

Date Last Event Worked.

Hours Year to Date

NAME OF EVENT: Movie Set Security
Start Date: **December 15, 2016 0930**
End Date: **December 15, 2016 1430**

ARRANGE ORDER OF PERSONNEL SIGNED UP FOR EVENT

Current Order	Revised Order	Name	Conflict*	Cert/Training	Hire Date	Last Event	Hours Last 30 Days**	Hours This Event Month**	Hours YTD**	History
1.	1	Anita Andressen		-- certification --	2009-01-01	2016-11-5	16.00	16.00	55.00	View
2.	2	Charlie Block		-- certification --	2002-01-02	2016-10-15	5.00	5.00	38.00	View

WAIT LIST

3.	3	Hans Cuff		-- certification --	2009-01-01	2016-11-4	5.00	5.00	45.00	View

Click here to Finalize the event.

Submit   Submit and Finalize Event

Admin Guide; Creating Events with the ODISS Scheduling System.

Good Job, You're Done!

Thank you for taking the time to learn how to use the ODISS scheduling and event creation feature. Notifying your personnel of new events will be so much easier using this feature and time savings as well, congratulations !

Please send any comments or suggestions to us at info@myodiss.com

If you need help with this feature or any other feature in ODISS, please contact us and provide as many details as possible of the problem so we can understand it and help you asap. Please forward any help request to: help@myodiss.com and we'll respond quickly, usually in the same day or call also if you'd like at: 951-279-6893.