

How to Confirm your event / job hours worked and any other required data into ODISS.



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

4/19/2018 V.2

The following slides provide detailed instructions on how to confirm the number of hours worked for a specific event and day and if required to record other items such as YOUR mileage, etc.

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

Welcome Sam Brown

Home Help/FAQ Logout

HOURS TRAINING YOUR SCHEDULE **EVENTS WORKED** SORTABLE EVENT LIST FORMS/LINKS UPDATE YOUR RECORD RESOURCES

View Events Entered Since: Filter Clear Filter

EVENTS SCHEDULED FOR UP TO ONE YEAR

START	END	EVENT	SCHEDULED	WAIT LISTED
04/23/2018 0845	04/23/2018 1645	Doral County Fair (Close Date: 04/20/2018)	Sam Brown	
04/28/2018 1200	04/28/2018 1800	San Angelo Spring Festival (Close Date: 04/24/2018)	Hans Cuff, Jack Daniels, Sam Brown, Steve Clark	Axel Foley, Joe Friday,
04/28/2018 1300	04/28/2018 1600	Allens Wedding	Sam Brown	
04/28/2018 1300	04/28/2018 1600	Allens Wedding	Sam Brown	
04/29/2018 1400	04/29/2018 2000	Doral City Fair	Joe Friday, Steve Clark, Sam Brown, Axel Foley	Jack Daniels, Hans Cuff,

April 2018

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					

From your home ODISS users page click the link labeled “Events Worked” located above your two calendars as shown above highlighted in the red square. If you are working multiple days for the same event you’ll need to do this for each day worked.

How to Confirm Your Event / Job Hours Worked and Other Data

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

From: To:

[Click Here to Change the Date Range for This Report](#)

Events Worked

START DATE	EVENT TITLE	NUMBER OF HOURS	CONFIRMED	CLICK LINK BELOW TO CONFIRM/
01/20/18 1300	School Sporting Event	4.00	04/17/18	Edit
02/02/18 1145	Publix Site 2 Security	5.00	02/12/18	Edit
02/10/18 1015	Publix Site 3	6.00	No	Confirm
02/21/18 0900	Traffic Control, Road Repairs	5.00	No	Confirm
02/27/18 1200	Parker fair	8.00	03/07/18	Edit
03/21/18 0930	Event Not. Example	3.00	04/10/18	Edit
03/23/18 1700	High School Sporting Event	4.00	No	Confirm
03/30/18 1230	MC Fair	4.00	No	Confirm
04/11/18 1445	Your City Event	4.00	No	Confirm
04/14/18 1200	SA City Fair	6.00	No	Confirm

TOTAL HOURS THIS PERIOD: 49

On this page you'll locate the event or job you worked. By default this page displays the last 90 days from the day you're viewing this page. If the job you worked was prior to the last 90 days you may use the calendar tabs highlighted in green to adjust the date range as needed. After you locate the job you need to confirm hours worked you'll click the "Confirm" link found to the far right side of the job listed after which a new page will open. For this example we'll use the event "Your City Event" worked on 04/11/18.

How to Confirm Your Event / Job Hours Worked and Other Data

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

NAME OF EVENT: Your City Event
Start Date: April 11, 2018 1445
End Date: April 11, 2018 1845
Client: Your Chamber of Commerce

Number of Hours:

Mileage:

OPTIONAL - Enter any notes regarding this change here:

If you **DID NOT** work this event, click here:

NOTE: For partial hours entry such as 4 hours, 30 minutes, etc. please use one of the following methods:
4.25 = 4 hours, 15 min
4.50 = 4 hours, 30 min
4.75 = 4 hours, 45 min

ODISS will only accept partial hours in 15 minute segments thus .25 or .50 or .75 can be used.

On this page you'll see the name of the event / job worked, the date and time range you were assigned and the number of hours you worked which is 4. If you worked more or less hours then simply change the number in the box labeled "Number of Hours". If you are required to enter additional information such as the "mileage" you incurred to and from the work site or other data a box will appear below the hours worked box. Enter the requested data in that box and if you have any notes you'd like to add, enter those in the text box as well. Then simply click the "Enter" button on the bottom of the page and you're done! If you did **NOT** work this event / job then click the box below the text box and click Enter.

How to Confirm Your Event / Job Hours Worked and Other Data

Good Job, You're Done!

Thank you for taking the time to learn how to use this valuable ODISS feature.

If you need help, please feel free to contact us, we're here to help. If you do contact us, please give us your name, agency, and as many details as possible of the problem so we can understand it and help you. Please forward any help request to: help@myodiss.com and we'll respond quickly, almost always on the same day, 7 days a week.

Thank you again for using ODISS!