



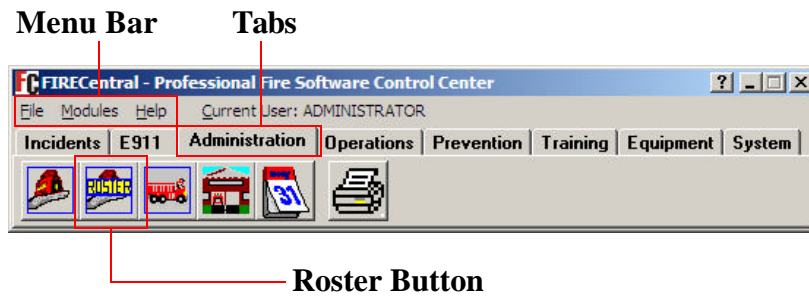
Professional Fire Software Control Center

Roster
Training Manual

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Getting Started



? *Different Parts of FIRECentral Toolbar:*

Menu Bar – From the menu bar you can access different modules, view help contents, or exit FIRECentral.

Tabs – Click on the Tabs to move to different modules.

Buttons – Click on the buttons to access different parts of FIRECentral.

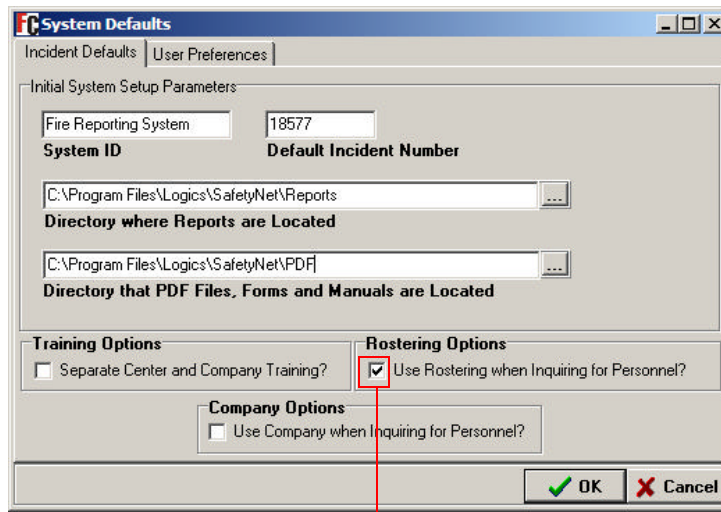
? *How do I Receive Help?*

- F1 will display help throughout the software.
- Help located on the “menu bar”
- Help buttons located at the bottom of different screens throughout the program.
- Can contact us at our Web site and email:
www.firecentralsoftware.com
support@firecentralsoftware.com

Setting System to use Rostering






- 1) From the FIRECentral Toolbar click on the System Tab.
- 2) Next click on the first button, System.

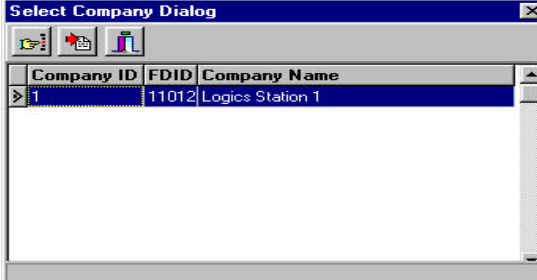


- 1) If you would like to use rosters when inquiring for personnel, mark the box.

Different Parts of Roster

Select Company Dialog

-  search for an existing Roster
-  select the marked Company
-  exit the Select Company Dialog



The 'Select Company Dialog' window displays a table with the following data:

| Company ID | FDID | Company Name |
|------------|-------|------------------|
| > 1 | 11012 | Logics Station 1 |

Company Search Form

This window is used to search for company. Enter the information to search by, then click the Ok button. To search for all companies leave all field blank, then click the Ok button.



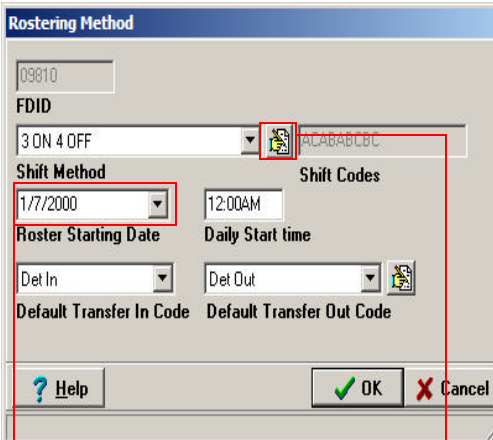
The 'Company Search' window contains the following fields:

- Company ID: 11012
- Fire Dept FDID: (blank)
- Company Name: (blank)

Buttons: OK, Cancel

Roster Methods

This window is used to select the shift method and Roster Start Date. If the shift method your department uses is not in the drop down list then click on the edit codes box to add your shift method and shift codes.



The 'Rostering Method' window contains the following fields and controls:

- FDID: 09810
- Shift Method: 3 ON 4 OFF (dropdown menu)
- Roster Starting Date: 1/7/2000 (dropdown menu)
- Daily Start time: 12:00AM
- Det In: (dropdown menu)
- Det Out: (dropdown menu)
- Default Transfer In Code: (blank)
- Default Transfer Out Code: (blank)
- Buttons: ? Help, OK, Cancel

Roster Starting Date

Edit Shift Codes

Build Roster Window

The screenshot shows the 'Build Roster' window. On the left, the 'Build Options' section has two radio buttons: 'Build for Single Date' (unselected) and 'Build for a Range of Dates' (selected). Below these are 'Starting Date' and 'Ending Date' dropdown menus, both set to 5/1/2006 and 5/31/2006 respectively. A list of dates with shift codes (e.g., 5/1/2006-A, 5/2/2006-B) is shown to the right of the date inputs. A green progress bar at the bottom of this section is labeled '100%'. On the right side of the window, there are input fields for 'FDID' (09810), 'ShiftMethod' (3 ON 4 OFF), 'Shift Codes' (ACABABCBC), and 'Shift Start Date' (1/7/2000). A small icon with a hand cursor is next to the 'ShiftMethod' field. At the bottom, there are four buttons: 'Help' (with a question mark icon), 'Clear' (with a trash can icon), 'Build' (with a plus and minus icon), and 'Close' (with a window icon). Red boxes highlight the 'Clear' button, the 'Build' button, and the 'Select Shift' icon (the hand cursor icon next to the 'ShiftMethod' field). Red lines connect these boxes to labels below the window.

**Build Roster
Clear Roster**

 **Select Shift**

BUILD OPTIONS

Entry

Select single day or range of dates to build the roster.

FDID

Entry

Select the FDID for the roster in which to build.

STARTING DATE

Entry

Enter the starting date for which to build the roster.


ENDING DATE

Entry

Enter the ending date for which to build the roster.

BUILD ROSTER

Entry

Click the  button to start building the roster.

CLEAR ROSTER

Entry

Click the clear roster button to clear the roster.

Fire Roster

| Personnel ID | Name | Rank | Transfer To | Transfer From | Reason | Absent |
|--------------|------------------------|------------------------|-------------|---------------|--------|--------|
| A3394 | ALSTON, JR., ALBERT L. | Firefighter Engineer | | | | |
| B5403 | BALLANCE, KENNETH | FIREFIGHTER | | | | |
| C3952 | CHESTNUTT, BRANDON P. | FIREFIGHTER | | | | |
| C6803 | COLEMAN, FREDRICK J. | FIREFIGHTER | | | | |
| C7089 | COLLIER, JEFFREY | Firefighter Engineer | | | | |
| C9194 | CARTER, FELICIA Y. | FIREFIGHTER | | | | |
| E9931 | EVERETTE, EDDIE E. | CAPTAIN | | | | |
| H0758 | HOLMES, ETHAN J. | Firefighter Apprentice | | | | |
| H5510 | HENSLEY, TODD | DRIVER/OPERATOR | | | | |
| H8043 | HIGH, MICHAEL D. | FIREFIGHTER | | | | |
| J5023 | JENKINS, JOSEPH A. | FIREFIGHTER | | | | |

Current Roster

Roster Rolls over in 65518 hours and 39 minutes.

Find – Search for roster
Build – Build a new roster
Trans. In – Transfer roster members
Approve – Approve current roster

Add roster member
 Delete roster member
 Edit reason codes

COMPANY ID

Definition

This window is used to search for a company.

Entry

Click on the just to the right of Company ID field and company search options window will appear.

DATE

Definition

Allows you to search for roster by a specific date.

Entry

Enter the date or click on the drop down list just to the right of Date field and select the date to search for. Next, click on the button. Finally, select the company to search for, then select the company.

SHIFT

Definition

Identifies the shift of the current roster.

APPROVAL

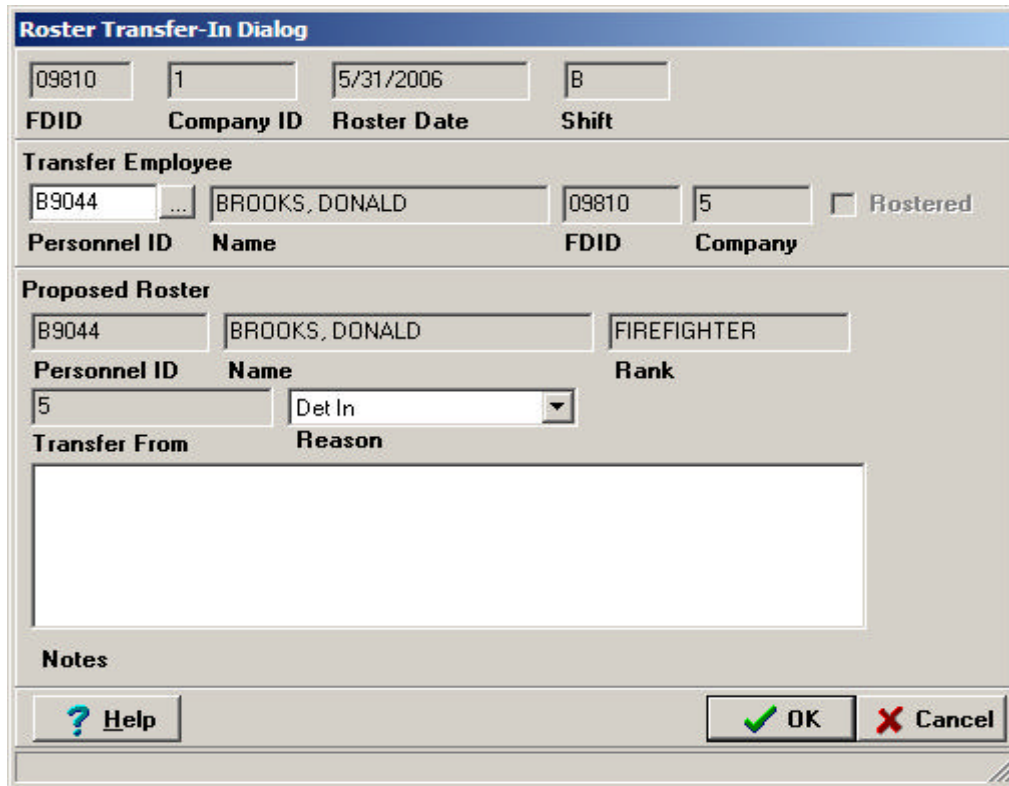
Definition

Identifies the approval person for the current roster.

Entry

Click on the just to the right of the approval field. Next, select the personnel member that is the approval person for the roster.

Transfer In



The dialog box is titled "Roster Transfer-In Dialog". It contains several input fields and sections:

- FDID**: Input field with value "09810".
- Company ID**: Input field with value "1".
- Roster Date**: Input field with value "5/31/2006".
- Shift**: Input field with value "B".
- Transfer Employee**:
 - Personnel ID**: Input field with value "B9044" and a dropdown arrow.
 - Name**: Input field with value "BROOKS, DONALD".
 - FDID**: Input field with value "09810".
 - Company**: Input field with value "5".
 - Rostered**: Check box.
- Proposed Roster**:
 - Personnel ID**: Input field with value "B9044".
 - Name**: Input field with value "BROOKS, DONALD".
 - Rank**: Input field with value "FIREFIGHTER".
 - Transfer From**: Input field with value "5".
 - Reason**: Dropdown menu with value "Det In".
- Notes**: A large empty text area.
- Buttons**: "Help" (with a question mark icon), "OK" (with a green checkmark icon), and "Cancel" (with a red X icon).

FDID

Entry

Enter the FDID from which to select the personnel member.

COMPANY ID

Entry

Enter the Company from which to select the personnel member.


ROSTER DATE

Entry

Enter the Roster Date to transfer from.

PERSONNEL ID

Entry

Click on the  and a list of personnel will appear.

REASON


Entry

Click on the drop down list and select a reason for the transfer.

Finally, click the  button then click the Ok button.


How to Build a Roster

? *How to Build a Roster*


- 1) From the FIRECentral **Toolbar** click on **Administration Tab**,
Next click on the 2nd icon, **View/Edit Personnel Roster for each shift.**
- 2) **Company Search Form** is displayed. Click the **Ok** button.
Note: If Select Company Dialog appears, move to step #3
- 3) From the **Select Company Dialog** window double click with the left mouse button on the company you wish to select.
- 4) **Confirm** window is displayed and ask if you would like to build the roster. Click the **Yes** button.
- 5) **Roster Method** window is displayed. In the **Shift Method** field, click the drop down list and select the shift method that applies to your fire department.
Note: If your departments shift method does not appear in the list then click on the edit shift codes button just to the right to add your shift method.
- 6) Next, in the **Roster Starting Date** field click on the drop down list and select the roster starting date then click the **Ok** button.
- 7) **Build Roster** window is displayed. Select whether to build roster for a **Single Date** or **Range of Dates**.
- 8) Next, click on the drop down list and select the **Starting** and **Ending Dates** for the roster then click the  **Build** button.
- 9) Finally click **Close** button to exit.

How to View & Transfer Roster Members

? *How to View Current Roster & Different Dates.*

- 1) From the FIRECentral **Toolbar** click on **Administration Tab**,
Next click on the 2nd icon, **View/Edit Personnel Roster for each shift.**
- 2) **Company Search Form** is displayed. Click the **Ok** button.
Note: If Select Company Dialog appears, move to step #3
- 3) From the **Select Company Dialog** window double click with the left mouse button on the company you wish to select.
- 4) **Fire Roster** window is displayed with the current day's roster.
- 5) To view roster for a different date, click on the **Date** field and enter or select the date to view. Next, click the  **Find** button. Then double click on the company to view.

? *How to Transfer Members to a Different Station*

- 1) From the FIRECentral **Toolbar** click on **Administration Tab**,
Next click on the 2nd icon, **View/Edit Personnel Roster for each shift.**
- 2) **Company Search Form** is displayed. Click the **Ok** button.
Note: If Select Company Dialog appears, move to step #3
- 3) From the **Select Company Dialog** window double click with the left mouse button on the company you wish to select.
- 4) **Fire Roster** window is displayed with the current day's roster.
- 5) Click once on the **Transfer In** button.
- 6) Enter the **FDID, Roster Date, Company ID** to transfer to, **Personnel ID**, and **Reason**. **Select Personnel button** 
- 7) Next, click the **Trans.In** button.
- 8) Finally click the **Ok** button to exit

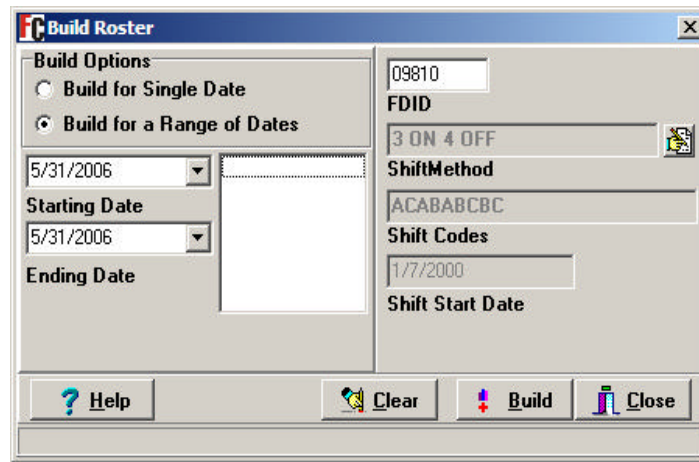
How to Delete Roster Members

? ***How to Delete Roster Members***

- 1) From the FIRECentral **Toolbar** click on **Administration Tab**,
Next click on the 2nd icon, **View/Edit Personnel Roster for each shift**.
- 2) **Company Search Form** is displayed. Click the **Ok** button.
Note: If Select Company Dialog appears, move to step #3
- 3) From the **Select Company Dialog** window double click with
the left mouse button on the company you wish to select.
- 4) **Fire Roster** window is displayed with the current day's roster.
- 5) Highlight the roster member that you wish to delete from the
current days roster.
- 6) Finally, you need to click the button to delete.

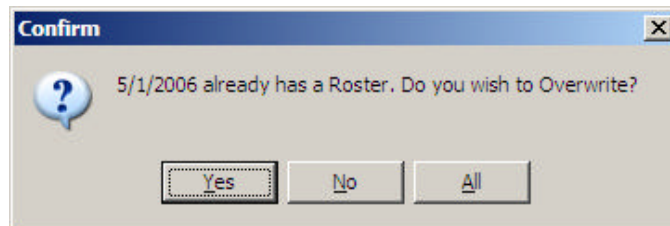
Example: Building a Roster!

Click on Administration Tab, then click the 2nd icon



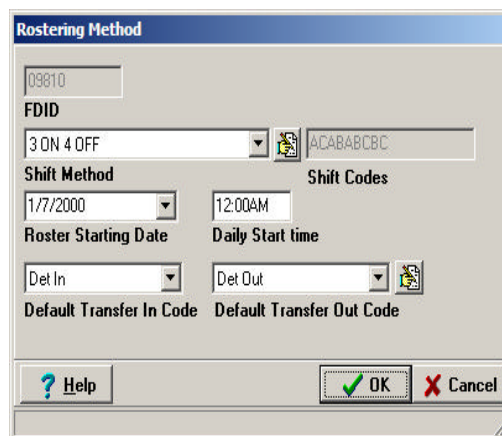
The 'Build Roster' dialog box is shown. It has a title bar with a red 'F' icon and the text 'Build Roster'. The 'Build Options' section on the left has two radio buttons: 'Build for Single Date' (unselected) and 'Build for a Range of Dates' (selected). Below these are two date pickers: 'Starting Date' (5/31/2006) and 'Ending Date' (5/31/2006). On the right side, there are several input fields: 'FDID' (09810), 'ShiftMethod' (3 ON 4 OFF), 'Shift Codes' (ACABABCBC), and 'Shift Start Date' (1/7/2000). At the bottom, there are four buttons: 'Help' (with a question mark icon), 'Clear' (with a trash can icon), 'Build' (with a person icon), and 'Close' (with a window icon).

1) Double click on the Company to open.



The 'Confirm' dialog box is shown. It has a title bar with the text 'Confirm'. The main area contains a question mark icon and the text '5/1/2006 already has a Roster. Do you wish to Overwrite?'. At the bottom, there are three buttons: 'Yes' (highlighted with a dashed border), 'No', and 'All'.

2) Click Yes button to build roster.



The 'Rostering Method' dialog box is shown. It has a title bar with the text 'Rostering Method'. The main area contains several input fields: 'FDID' (09810), 'Shift Method' (3 ON 4 OFF), 'Shift Codes' (ACABABCBC), 'Roster Starting Date' (1/7/2000), 'Daily Start time' (12:00AM), 'Det In' (empty), 'Det Out' (empty), 'Default Transfer In Code' (empty), and 'Default Transfer Out Code' (empty). At the bottom, there are three buttons: 'Help' (with a question mark icon), 'OK' (with a green checkmark icon), and 'Cancel' (with a red X icon).

3) Select Shift Method and Roster Start Date, then click the Ok button.

Note: If your departments sift method is not in the list click on the button just to the right to add a new shift method!

Example: Building a Roster! (Cont.)

Build Roster

Build Options

☐ Build for Single Date

☒ Build for a Range of Dates

Starting Date: 5/1/2006

Ending Date: 5/31/2006

FDID: 09810

ShiftMethod: 3 ON 4 OFF

Shift Codes: ACABABCBC

Shift Start Date: 1/7/2000

100%

Help Clear Build Close

- 4) Select to build for Range of Dates.
 - a) Next select Starting and Ending Dates.
 - b) Click the Build button.
 - b) Finally click the Close button.

Fire Roster

Company ID: 09810 FDID: 5/31/2006 Start Time: 12:00:00 AM Shift: B Approval: Last Updated: 5/31/2006 5:24:57 PM

| Personnel ID | Name | Rank | Transfer To | Transfer From | Reason | Absent |
|--------------|------------------------|------------------------|-------------|---------------|--------|--------|
| A3394 | ALSTON, JR., ALBERT L. | Firefighter Engineer | | | | |
| B5403 | BALLANCE, KENNETH | FIREFIGHTER | | | | |
| C3952 | CHESTNUTT, BRANDON P. | FIREFIGHTER | | | | |
| C6803 | COLEMAN, FREDRICK J. | FIREFIGHTER | | | | |
| C7089 | COLLIER, JEFFREY | Firefighter Engineer | | | | |
| C9194 | CARTER, FELICIA Y. | FIREFIGHTER | | | | |
| E9931 | EVERETTE, EDDIE E. | CAPTAIN | | | | |
| H0758 | HOLMES, ETHAN J. | Firefighter Apprentice | | | | |
| H5510 | HENSLEY, TODD | DRIVER/OPERATOR | | | | |
| H8043 | HIGH, MICHAEL D. | FIREFIGHTER | | | | |
| J5023 | JENKINS, JOSEPH A. | FIREFIGHTER | | | | |

Current Roster

Approve Build Trans.In Find OK Apply Cancel

Roster Rolls over in 65518 hours and 35 minutes.

Screen shot of Roster after Building!