Time Card Usage in Zambia

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Abstract:

Zambia is a piece of Conference Management Software. This document is a "How To" guide assisting in the way of keeping track of Volunteer Hours for the Zambia FFF-branch instance for your conference. This is still a work in progress.

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1 Introduction

Checking in and checking out people (including yourself) is an importnat part of how the conference runs. It is important before, during, and after the conference, for tracking hours, to see who is overburdened and needs more help, who is underutilized, and, if the volunteers are rewarded, who gets what and how to keep track of each of them. It also allows you to figure out your coverage issues, when you need more people, and when you need less.

2 Self Check-In/Check-Out

The Check-In/Check-Out system is fairly striaght-forward.

2.1 To Check In

In the staff view (green tabs) you just have to select the "TimeCards" tab. The default view you get at this point should have you listed as the "Volunteer:" to check in. Simply click on the "Choose" button. This will take you to the Check In page.

   If you are about to start working, as in, checking in now, simply click the button reading "Check in <YOUR NAME> now." You are now checked in. After you are done with your FFF work, follow the check-out procedure.

   If, instead, you started working a bit ago, and forgot to check yourself in, or you worked some time, not near a computer, and need to retroactively create your check-in/check-out records, simply enter the start time of the period you worked in the box labeled "Actual Start time for <YOUR NAME>:" The format for that is YYYY-MM-DD hh:mm:ss (A four digit year, a dash, followed by a two digit month, a dash, followed by a two digit day, a space, followed by a two digit hour, a colon, followed by a two-digit minute, a colon, followed by a two digit second (Yes, you need the leading zeros, if any of the values are less than 10.) to be correct.) NOTE: This is a 24 hour clock. Noon is 12, Midnight is 00, 1pm is 13, and so forth. There is a defualut time (now) in there, so if it was ten minutes ago, it's really easy to adjust for. Keeping time to the second is not necessary. Depending on your conference, you might be rounding to the nearest larger chunk of time (15 minute, half an hour, whatever is decided) anyway, so follow the conventions of your conference.

2.2 To Check Out

In the staff view (green tabs) you just have to select the "TimeCards" tab. From here, select the "Check Out" link just above the box containing your name. This will take you to the Check Out page. The default view you get at this point should have you and the time you checked in listed as the "Volunteer:" to check out. Simply click on the "Choose" button. If, somehow, you have more than one check-in instance, please work through each of them, to make sure your hours are accounted for.

   If you have just finished working, as in, checking out now, simply click the button reading "Check out <YOUR NAME> now." You are now checked out.

   If, instead, you finished working a bit ago, and forgot to check yourself out, or you worked some time, not near a computer, and need to retroactively create your check-in/check-out records, simply enter the end time of the period you worked in the box labeled "Actual end time for shift starting at

<YOUR START TIME> for <YOUR NAME>:" The format for that is YYYY-MM-DD hh:mm:ss (A four digit year, a dash, followed by a two digit month, a dash, followed by a two digit day, a space, followed by a two digit hour, a colon, followed by a two-digit minute, a colon, followed by a two digit second (Yes, you need the leading zeros, if any of the values are less than 10.) to be correct.) NOTE: This is a 24 hour clock. Noon is 12, Midnight is 00, 1pm is 13, and so forth. There is a defualut time (now) in there, so if it was ten minutes ago, it's really easy to adjust for. Keeping time to the second is not necessary. Depending on your conference, you might be rounding to the nearest larger chunk of time (15 minute, half an hour, whatever is decided) anyway, so follow the conventions of your conference.

3 Other Volunteer Check-In/Check-Out

3.1 Not scheduled people during, or anyone before or after the conference

3.2 Expected people on their shifts during the conference

4 Useful Reports/Pages

4.1 VolunteerCheckIn.php

This page is the check in page, it is accessable under the TimeCard tab on any of the staff (green tab) pages.

4.2 VolunteerCheckOut.php

This page is the check out page, it is accessable from most of the staff check in pages.

4.3 genreport.php?reportname=myusefultimecardtabledump

This report is to check on your own hours. It is to make sure you didn't forget to record any, or to see if you left yourself checked in at any time previous.