

ARCBADAT.org Administrator's Guide

As a DAT Administrator, you have access to several areas of ARCBADAT that will help you to organize and manage your team. This guide covers these common topics:

- Reviewing the current on-call team 1
- Finding and Recruiting for Open Shifts 2
- Signing up a Volunteer for Shifts 3
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- Seeing the Full County or Chapter Roster..... 5
- Viewing a Particular Team Member's Profile 6
- Finding Team Members with Low Involvement 7
- Choose Which Shifts Are Available For Sign-Up 8
- Choose Email or Text Reminders of Shift Activity 10

Each of these sections will assume that you have logged in to ARCBADAT.org and gone to the DAT Scheduling Homepage.



Review the current on-call team

- 1) The current on-call team is listed in the right-hand column of the DAT scheduling homepage for each of the counties you are active in. This includes who is filling what position and their basic contact information. To see more information about the schedule, see the “Get this month's completed schedule” section of this guide. To see more about the team members who are on-call, see the “See a particular team member's profile” section of this guide.

DAT Scheduling

Personal Details

Welcome, Michael. You have completed 2 shifts since the new scheduling system was launched.

Upcoming shifts:

Technician on Thursday, June 6 Day

Technician on Thursday, June 6 Night

Technician on Saturday, June 8 Day

[All Upcoming Shifts](#)

[Update reminder preferences](#)

[Edit contact details](#)

Your flex availability schedule: (Edit)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Day	No	Yes	Yes	Yes	Yes	Yes	No
Night	No	No	No	No	No	No	No

Calendar Details

June - 93 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

July - 124 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

August - 124 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

[Manage Calendars](#)

[Show Flex Schedule Calendar](#)

[Show Roster](#)

Current On-Call Team:

Thursday, June 6 - Day

San Francisco

Team Lead - John Laxson (650-862-5071)

Backup Lead - OPEN

Dispatch - OPEN

Mental Health - OPEN

Health Services - OPEN

Alameda

Team Lead - OPEN

Backup Lead - Ed Silva (510-502-3123)

Technician - Michael Hersher (517-229-6072)

Trainee - OPEN

Mental Health - OPEN

Health Services - OPEN

Finding and Recruiting for Open Shifts

ARCBADAT provides a number of features that will help you manage and fill your shifts. This section will show you how to keep track of which shifts are still unfilled, but the sections titled “Seeing the full County or Chapter Roster” and “Finding Under-Involved Team Members.”

Calendar Details
 June - 93 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)
 July - 124 Shifts Available
 ← [County Schedule](#) | [Next](#) →
 August - 124 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

[Manage Calendars](#)
[Show Flex Schedule Calendar](#)
[Show Roster](#)

- 1) Click on under “Calendar Details” on “County Schedule.”
- 2) In the county view, click on “Highlight My Shifts” under “Select Highlighting” to turn off your shift highlights (1st below). Then click on “Highlight Open Shifts” to turn on open shift highlighting (2nd below).

< July 2013 - Alameda >

Select Shifts

Select Highlighting

1st →

2nd →

Show Shifts For

Chapter
San Francisco
Alameda
San Mateo

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Monthly	1 Team Lead: OPEN Backup Lead: OPEN	2 Team Lead: OPEN Backup Lead: OPEN	3 Team Lead: OPEN Backup Lead: OPEN	4 Team Lead: OPEN Backup Lead: OPEN	5 Team Lead: OPEN Backup Lead: OPEN	6 Team Lead: OPEN Backup Lead: OPEN

- 3) The calendar will now be highlighting all of the currently open shifts in Red.

Select Shifts

Select Highlighting

Show Shifts For

Chapter
San Francisco
Alameda
San Mateo

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Monthly	1 Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN	2 Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN	3 Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN	4 Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN	5 Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN	6 Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN Team Lead: OPEN Backup Lead: OPEN Technician: OPEN Trainee: <input checked="" type="checkbox"/> M Hersher Mental Health: OPEN

- 4) Scroll down to the bottom, to the section titled “Available Shifts.” This section has lists of which shifts are still available. Just highlight this section, copy, and paste into an email to your team.

Team Lead: OPEN	Team Lead: OPEN	Team Lead: OPEN	Team Lead: OPEN
Mental Health: OPEN	Mental Health: OPEN	Mental Health: OPEN	Mental Health: OPEN
Health Services: OPEN	Health Services: OPEN	Health Services: OPEN	Health Services: OPEN

Available Shifts

Day

Team Lead 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

Backup Lead 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

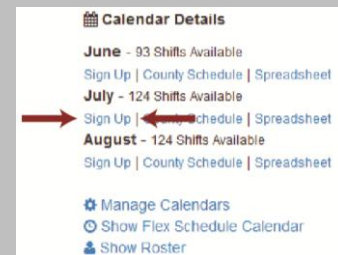
Technician 1 2 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Trainee 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

Mental Health 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

Sign a volunteer up for shifts

The first choice is always for your team members to sign up for their own shifts in ARCBADAT, but for volunteers who are unable to log in, ARCBADAT allows administrators to sign up other users for shifts.



- 1) Click under “Calendar Details” on “Sign Up.” *If you are already in the “County Schedule” view, you can begin there as well, but you will see some extra shifts that the volunteer is not eligible to sign up for.*

- 2) In the county view, go to the box under “Show Shifts For” and start typing in the name of the person who you want to sign up as. Their name should appear in the dropdown. Click on it and wait a moment for the schedule to refresh as that person.

< June 2013 - Michael Hersher >

Select Shifts

My Positions

County Shifts

All Shifts

Select Highlighting

My Shifts

Open Shifts

Show Shifts For

Heidi

Heidi Stenner

This feature does not work in releases of Internet Explorer than earlier version 9. It works fine in Internet Explorer 9+, Firefox, Safari, and Chrome.

- 3) Once that person's name appears at the top of the page by the month, you are looking at the schedule as it would be seen by this team member.

< June 2013 - Heidi Stenner >

Select Shifts

My Positions

County Shifts

All Shifts

Select Highlighting

My Shifts

Open Shifts

Show Shifts For

Heidi Stenner

- 4) Click on any combination of shifts to sign up as this person. As usual, the boxes will turn yellow to indicate that their shift sign-ups have been changed.

5 Team Lead: E Silva Backup Lead: H Stenner Technician: M Hersher	6 Team Lead: <input type="checkbox"/> OPEN Backup Lead: E Silva Technician: <input type="checkbox"/> M Hersher	7 Team Lead: E Silva Backup Lead: <input type="checkbox"/> OPEN Technician: <input type="checkbox"/> OPEN	8
Team Lead: E Silva Backup Lead: OPEN Technician: OPEN	Team Lead: <input type="checkbox"/> OPEN Backup Lead: <input type="checkbox"/> OPEN Technician: <input type="checkbox"/> M Hersher	Team Lead: E Silva Backup Lead: <input checked="" type="checkbox"/> H Stenner Technician: OPEN	9
10	11	12 Team Lead: E Silva	13 Team Lead: OPEN
14 Team Lead: E Silva	15		

View and print monthly schedules

While scheduling within ARCBADAT is immediate, a paper copy of the roster is still an essential resource. ARCBADAT can produce three different views of schedule, so chances are that one of them is already familiar to users in your county.

1) Click under “Calendar Schedule” on “County View.”

Calendar Details

June - 93 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)
July - 124 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)
August - 124 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

[Manage Calendars](#)
[Show Flex Schedule Calendar](#)
[Show Roster](#)

2) For printable copies of the calendar, click on “Download PDF” in the top right corner.

< July 2013 - Alameda >

Select Shifts

[My Positions](#)
[County Shifts](#)
[All Shifts](#)

Select Highlighting

[My Shifts](#)
[Open Shifts](#)

Show Shifts For

[Michael Hershey](#) [Clear](#)
[Chapter](#)
[San Francisco](#)
[Alameda](#)
[San Mateo](#)

Other Views:

[Calendar](#) | [Spreadsheet](#) | [Grid](#)
[Download PDF](#)

3) There are also two other views available – the spreadsheet view and the grid view.

Spreadsheet View

To access the spreadsheet view, click on “Spreadsheet” in the right hand column above “Download PDF.”

Alameda DAT Schedule - July 2013 Day

Date	Shift	Team Lead	Contact Details
01-Mon	Day	Open	
02-Tue	Day	Open	
03-Wed	Day	Heidi Stenner	650-906-6180 (c)
04-Thu	Day	Heidi Stenner	650-906-6180 (c)
05-Fri	Day	Heidi Stenner	650-906-6180 (c)
06-Sat	Day	Heidi Stenner	650-906-6180 (c)

To print the spreadsheet view click on spreadsheet, then click on “Download PDF.”

Grid View

To access the grid view, click on “Grid” in the right hand column above “Download PDF”

Alameda DAT Schedule - July 2013

Alameda - July, 2013			1	2	3	4	5	6	7
Person	Call First	Call Second	D	N	D	N	D	N	D
Michael Hershey	617-229-6072	415-427-8136	T	T	T	T	T	T	T
Ed Silva	510-502-3123	510-448-0761							
Heidi Stenner	650-906-6180								
Person	Call First	Call Second	D	N	D	N	D	N	D
Alameda July, 2013			1	2	3	4	5	6	7

To print the grid view click on spreadsheet, then click on “Download PDF.”

You can choose to either print the documents out or to save it as an email attachment to attached to emails. All of your team members have access to download and print these roster versions.

See the Full County or Chapter Roster

1) Click under “Calendar Details” on “Show Roster.”

Calendar Details
June - 93 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)
July - 124 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)
August - 124 Shifts Available
[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

[Manage Calendars](#)
[Show Flex Schedule Calendar](#)
[Show Roster](#)

- 2) From the roster screen, choose which subset of your roster you would like to show. By default, it shows every user in your county, but you can choose to filter based on:
- County** – While you will usually only be interested in your county, you can choose to see all counties, or users with a chapter role.
 - Position** – you can select a single position to see the roster of, or select multiple positions by holding down the “Control” key while clicking on each position name you would like to see.
 - Last Shift Taken** – you can show all users who haven’t signed up for a shift in a certain amount of time. From the dropdown menu under “Last Shift Taken,” choose the cutoff of number of days back you would like to start showing team members.
 - Name** – you can search for a specific team member by name.

County

Alameda

Position

Disaster Manager - Contra Costa

DAT Team Lead
DAT Technician
DAT Trainee
DAT Dispatcher

Last Shift Taken

Name

Search Name

Show

Control-Click to select multiple positions or leave all fields blank to show the full roster.

3) Once you have entered your search criteria, click “Show” to display your chosen roster.

Name	Num Shifts	Prev Shift	Next Shift	Last Login	Flex Schedule	Actions
Steven Hancock DSHR, DAT Administrator - San Francisco, DAT Team Lead, DAT Trainee, Chapter Vehicle, Forklift, Tow Shelter Trailer	3 shifts	Mon, Jun 3 (3 days ago)	Mon, Jun 10	Tue, Jun 4 (2 days ago)	4	Flex Schedule Shifts Reminders Email
Michael Hersher DAT Technician, DAT Trainee, DSHR, Chapter Vehicle	4 shifts	Tue, Jun 4 (2 days ago)	Thu, Jun 6	Thu, Jun 6 (0 days ago)	5	Flex Schedule Shifts Reminders Email
William Jeong DAT Technician, DSHR, Chapter Vehicle, ERV Driver, Forklift	0 shifts					Flex Schedule Shifts Reminders Email
John Laxson DAT Administrator - San Francisco, DAT Team Lead, DAT Trainee, DSHR, Chapter Vehicle, Forklift, Tow Shelter Trailer	7 shifts	Wed, Jun 5 (1 days ago)	Mon, Jun 17	Wed, Jun 5 (1 days ago)	0	Flex Schedule Shifts Reminders Email

See a particular team member's profile

- 1) Click on under "Calendar Details" on "Show Roster."

Calendar Details

June - 93 Shifts Available

[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

July - 124 Shifts Available

[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

August - 124 Shifts Available

[Sign Up](#) | [County Schedule](#) | [Spreadsheet](#)

[Manage Calendars](#)

[Show Flex Schedule Calendar](#)

[Show Roster](#)

- 2) Enter the team member's name in the "name" field and click "Show." Their name should appear in the roster area.

County:

Position:

Last Shift Taken:

Name:

Make sure you are looking in the correct county.

Enter all or part of the person's name.

- 3) You are immediately able to see some basic information about this team member's involvement. In addition, you have several options depending on what part of the member's profile you would like to see.

- a. By clicking their name, you can see home address, phone numbers, and email address. Remember, this information is synced from Volunteer Connection, not entered directly into ARCBADAT.
- b. By clicking "Flex Schedule" you can edit the days and times that they are usually available. For details of this, see the "Setting Up ARCBADAT" guide.
- c. By clicking "Reminders", you can change their reminder details. For details of this, see the "Setting Up ARCBADAT" guide.
- d. By clicking "Shifts" you can see the full list of future shifts that they are signed up for. To sign this team member up for shifts, see the "Sign a Volunteer Up for Shifts" section of this guide.
- e. By clicking "Email" you can send this member an individual email through the Volunteer Connection portal.

Name

Hersher

Show

Name	Num Shifts	Prev Shift	Next Shift	Last Login	Flex Schedule	Actions
<div>Michael Hersher</div> <div>DAT Technician, DAT Trainee, DSHR, Chapter Vehicle</div>	4 shifts	Tue, Jun 4 (2 days ago)	Thu, Jun 6	Thu, Jun 6 (0 days ago)	5	<div><div>Flex Schedule</div><div>Reminders</div><div>Shifts</div><div>Email</div></div>

At-a-glance summary of individual involvement in DAT.

Click the team member's name for their position, qualification, and contact info.

Shifts - see all future shifts this team member has signed up for.

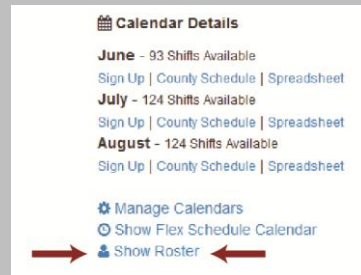
Reminders - choose what set of shift reminders this team member receives.

Email - send this team member an individual email through Volunteer Connection.

Flex Schedule - view and edit this team member's flex schedule availability.

Find Team Members with Low Involvement

- 1) Click on under “Calendar Details” on “Show Roster.”



- 2) From the roster screen, choose which subset of your roster you would like to show. You can leave the “County,” “Position,” and “Name” search fields blank, and only use the “Last Shift Taken” field. In the “Last Shift Taken” field, choose the cutoff you would like to use. For example, if you select “Three Months” the roster will show you the volunteers in your county whose most recent shift was at least three months ago.

People

County: San Francisco

Position: DAT Administrator - San Francisco
Disaster Manager - San Francisco
DAT Administrator - Alameda

Last Shift Taken: 2 Months

Name: Search Name

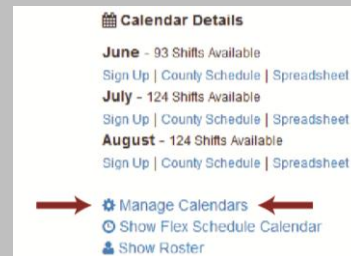
Show

Choose how long it should have been since the team member signed up for a shift.

- 3) Once you have entered your search criteria, click “Show” to display your chosen roster. For more information on these members, start in at step three of the “See a particular team member’s profile” section of this guide.

Choose which shifts are available for sign-up

1) Click on “Manage Calendars” under “Calendar Details”



2) Calendars are automatically created three months ahead of time, but you get to choose which shifts are actually available for sign-up. You have three choices for how to manage your calendar:

- Have all shifts **automatically open on the first of the month**, two months ahead of time. For example, all of the shifts for August would open on June 1st. This is the default behavior that will happen unless you choose one of the other two options.
- Manually set shift open-close dates.** You can choose to set only certain days of shifts open – for example, you could choose to open only the shifts from July 1st to July 31st. In a month, you would have to go back into “Manage Calendars” and change the dates to allow your team to sign up for shifts in August. To choose this, put the first day you want shifts to be available for in the “From” field, and put the last day you want shifts to be available for in the “To” field. Click “Save” to activate these choices.
- Rolling schedule.** You can set shifts to open automatically a certain number of days beforehand. For example, if you want your team to be able to sign up for shifts 2 months in advance, you can set this field to 60; on June 1, the shifts on August 1 will become available for signup, on June 2 the shifts on August 2 will become available, etc. To choose this, enter the number of days ahead of time you want shifts to open in the “Max Advance Signup” field. Click “Save” to activate these choices.

For a detailed description of what each of these fields means, see step 2 a-c.

Period	Name	Abbrev	Open Shifts		Signups Available		Max Advance Signup
			Jun	Jul	From	To	
Day	Team Lead	TL	26	27	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> days
	Technician	Tech	30	31	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> days
	Trainee	Trn	30	31	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> days
Night	Team Lead	TL	29	31	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> days
	Technician	Tech	30	31	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> days
	Trainee	Trn	30	31	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> days
All Shifts			<input type="text"/> Cancel	<input type="text"/> Save	<input type="text"/> Clear	<input type="text"/> Clear	<input type="text"/> days

Enter information here to set all shift types at once, or choose separate dates for each shift above.

This section continues on the next page.

- 3) N days before each shift takes place, it will automatically lock. Team members who have signed up for the shift will not be able to drop it; instead they will be required to put the shift up for a shift swap with other team members. You will receive notifications about these swaps according to your reminder preferences – see the “Get email or text reminders of shift activity” section of this guide for more info. In future versions of the ARCBADAT scheduling tool, you will be able to choose how many days ahead of time this shift-lock is activated.

This section isn't done because the controls aren't in arbcadat yet.

Get email or text reminders of shift activity

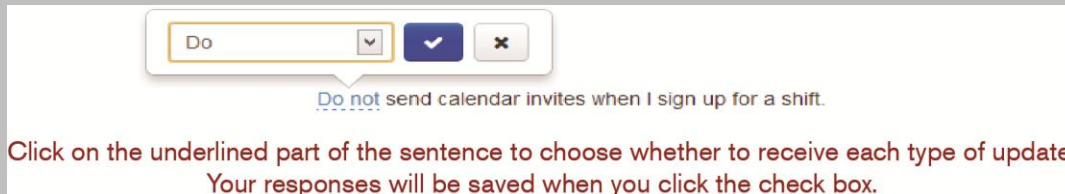
- 1) As an administrator, you get access to an extra set of daily reminders and notifications to help you keep track of who is on shift. Your main reminder options are:
 - a. Whether to receive reminders when people sign up for shifts in your county.
 - b. Whether to see a notice for all requested or completed shift swaps.
 - c. Whether to receive an email reminder of who is on shift each day.
 - d. Whether to receive a text reminder of who is on shift each day.

- 2) To choose your reminder preferences, click under “Personal Details on “Update Reminder Preferences.”

Upcoming shifts:
Technician on Tuesday, June 4 Day
Technician on Wednesday, June 5 Day
Technician on Thursday, June 6 Day
[All Upcoming Shifts](#)

→ [Update reminder preferences](#) ←
[Edit contact details](#)

- 3) For each reminder type, click on the words at the beginning of the sentence (by default “Do Not”). In the box that pops up, choose “Do” and click the blue check box. Your response will be saved automatically.



Do

Do not send calendar invites when I sign up for a shift.

Click on the underlined part of the sentence to choose whether to receive each type of update.
Your responses will be saved when you click the check box.