



# **INTEGRATED SECURITY SERVICES**

## **Operations Management**

### **Application**

User Manual

**Version 1.0**

## Contents

Controls.....	4
Alerts.....	5
Success.....	5
Information.....	5
Warning.....	5
Error.....	5
How to login.....	6
Change Password.....	6
Roles.....	7
Operator.....	7
Daily Logs.....	7
Add New.....	7
Search.....	12
Modify.....	13
Call In/Report Off/Sent Home Form.....	14
Add New.....	14
Search.....	15
Modify.....	16
Complaints.....	17
Add New.....	17
Search.....	18
Modify.....	19
Incidents.....	20
Add New.....	20
Search.....	22
Modify.....	23
Work Schedule.....	24
Supervisors.....	26
Daily Post Assignments.....	26
Add New.....	26
Search.....	27

---



Modify .....	28
Shift Report .....	29
Add New.....	29
Search.....	31
Modify .....	32
Administrator .....	33
Add New.....	33
Search.....	34
Modify .....	35
Reset Password .....	35
View User's Activity History .....	35
Managers .....	37
Alerts .....	37
Logs .....	38
Attendance.....	40
Daily Operations Report.....	42
Date/Time Grant .....	42
Employees .....	44
Add New.....	44
Search.....	45
Modify .....	46
Reference Data .....	47
Area .....	47
Department.....	49
Location.....	50
Position .....	52
Shift .....	53
Special Operations .....	55
Add New.....	55
Search.....	56
Modify .....	57
Weekly Security Report .....	58

---

Add New.....	58
Search.....	60
Modify.....	61
Work Schedule .....	62
Add New.....	62
Modify.....	64
Transfer Employee .....	65
Schedule Unscheduled Employees .....	66
Reports.....	68

## Controls

The following represents controls that are used to allow data entry/edit and search of records.

#	Name	How it looks																																																	
1	Label	User name																																																	
2	Text Box	<input type="text"/>																																																	
3	Buttons	<input type="button" value="Search"/> <input type="button" value="Clear"/>																																																	
4	Date Button	Date 																																																	
5	Drop down list	<div>...Select... </div>																																																	
6	Check box	<input type="checkbox"/> Deane, Dawn																																																	
7	Radio button	Is Call-In <input checked="" type="radio"/> YES <input type="radio"/> NO																																																	
8	Calendar	<div><div>◀ December, 2015 ▶</div><table><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td></tr><tr><td>29</td><td>30</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr></table><div>Today: December 7, 2015</div></div>	Su	Mo	Tu	We	Th	Fr	Sa	29	30	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	1	2	3	4	5	6	7	8	9
Su	Mo	Tu	We	Th	Fr	Sa																																													
29	30	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	1	2																																													
3	4	5	6	7	8	9																																													

## Alerts

The application displays alerts or messages to inform the user on the status of the task they are performing. These include:

### Success

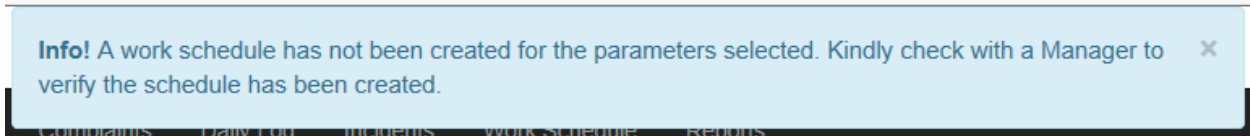
Is displayed with a light green color and indicates the task initiated was completed successfully. For example, saving an Incident will show:

A light green rectangular alert box with a thin border. The text "Success! Record saved." is on the left in a dark green font. A small "x" icon is on the right side.

**Success!** Record saved.

### Information

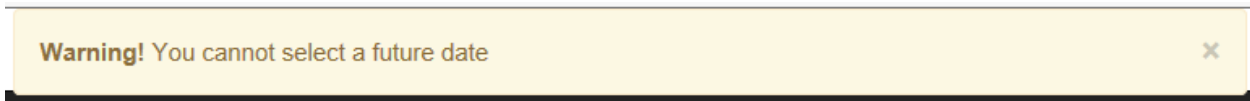
Is displayed with a light blue color and gives information on the task being attempted. For example, creating a daily log for when the work schedule has not been completed:

A light blue rectangular alert box with a thin border. The text "Info! A work schedule has not been created for the parameters selected. Kindly check with a Manager to verify the schedule has been created." is on the left in a dark blue font. A small "x" icon is on the right side.

**Info!** A work schedule has not been created for the parameters selected. Kindly check with a Manager to verify the schedule has been created.

### Warning

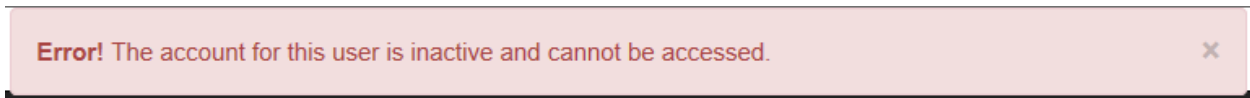
Is displayed with a light gold color and indicates that something you did or are doing is incorrect. For example selecting a date in the future will show:

A light gold rectangular alert box with a thin border. The text "Warning! You cannot select a future date" is on the left in a dark gold font. A small "x" icon is on the right side.

**Warning!** You cannot select a future date

### Error

Is displayed with a red color and indicates that the task attempted was not completed successfully and should be retried. For example, a user trying to log into the application with an account that does not exist:

A light red rectangular alert box with a thin border. The text "Error! The account for this user is inactive and cannot be accessed." is on the left in a dark red font. A small "x" icon is on the right side.

**Error!** The account for this user is inactive and cannot be accessed.

## How to login

1. Enter your **User name**. The user name follows the format – Last Name and First letter of first name. E.g. Satesh Persaud's login would be **PersaudS**
2. Enter your **password**
3. Click on the **Sign In** button

Sign in please

User name

PersaudS

Password

\*\*\*\*\*

Sign in

*Login Screen*

## Change Password

When you have to reset your password, follow the below steps:

1. Request for the administrator to reset your password or click on your name on the toolbar:



*Link to reset password*

2. If you clicked on your name, go to step 3 otherwise login to the application with the password given by the administrator
3. Enter your new password twice on the screen presented. The password must be greater than or equal to six characters.

### Change Your Password

New Password:

\*\*\*\*\*

Confirm New  
Password:

\*\*\*\*\*

Change Password

*Change password screen*

## Roles

Users in the application are given roles based on the level of access required. These include:

1. Manager – Gets access to all modules of the application other than the Administrator module.
2. Operator – Gets access to the Operators' module.
3. Supervisor – Gets access to the Supervisors' module.
4. Compliance Officer – Gets access to the Incident and Complaint features of the Operators' module.
5. Administrator – Gets access to the Administrator module.

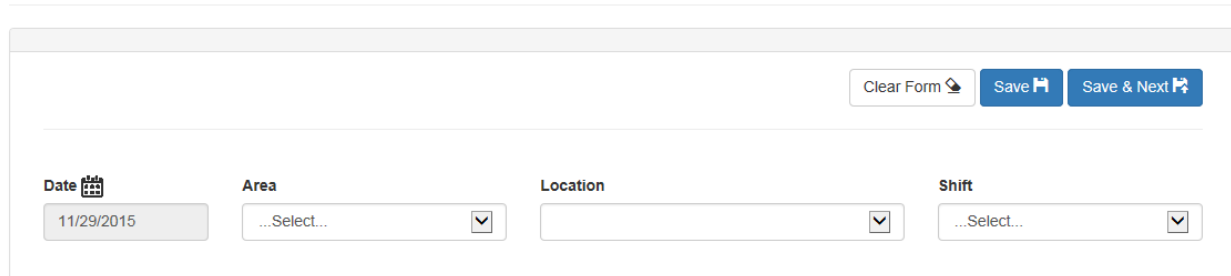
## Operator

### Daily Logs

This feature is only available to users that have the **Operator** or **Manager Role**.

#### DAILY LOG

Use the form below to manage daily logs.

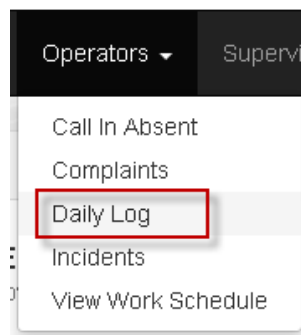


*Daily Log Home Screen*

### Add New

To add a new daily log record, follow the below steps:

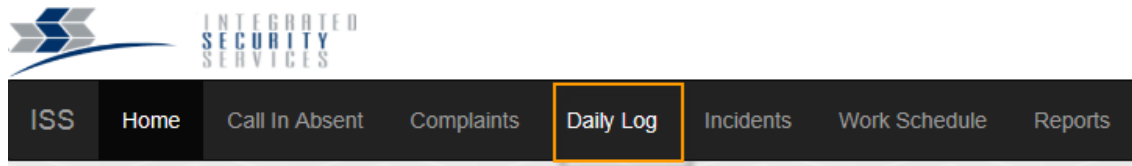
1. To access the data entry page:
  - a. If you have the Manager Role, on the toolbar click **Operators -> Daily Log**



*Manager accessing the Daily Logs page*



- i. On the page that is displayed, click on the **New Daily Log** button.
- b. If you have the Operator role, click on the **Incidents** button on the toolbar.

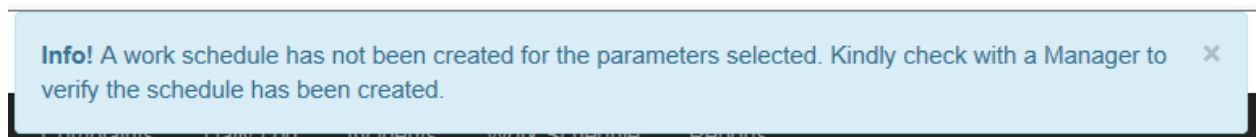


*Operator accessing the Daily Logs page*

2. The report number is auto-generated.
3. The **Date** is auto-completed and set to the current day's date.
4. Selecting the following three fields will create a new log, if not already created. If the log for the current day has been created, it will be loaded.
  - a. Select the **Area**.
  - b. Select the **Location**.
  - c. Select the **Shift**.
5. If the log is created successfully, the following alert will be displayed. This message is only displayed the first time the log is created:







6. If the work schedule has not been created, the following alert will be displayed:



7. If attempting to load logs older than the current day, the following alert will be displayed. Older logs are only loaded if you have the **Manager** role or a **Date/Time Grant** is active.
8. The following form is displayed when a log is successfully created:

[DL201534](#)

Date 	Area	Location	Shift
11/29/2015	Georgetown 	HJ Water World 	06:00 - 18:00 

Last check location:

Last check time for area:

## Persons Working

<input type="checkbox"/>	Latchana, Romesh
<input type="checkbox"/>	Persaud, Khara
<input type="checkbox"/>	Beresford, Laurise

## Switches

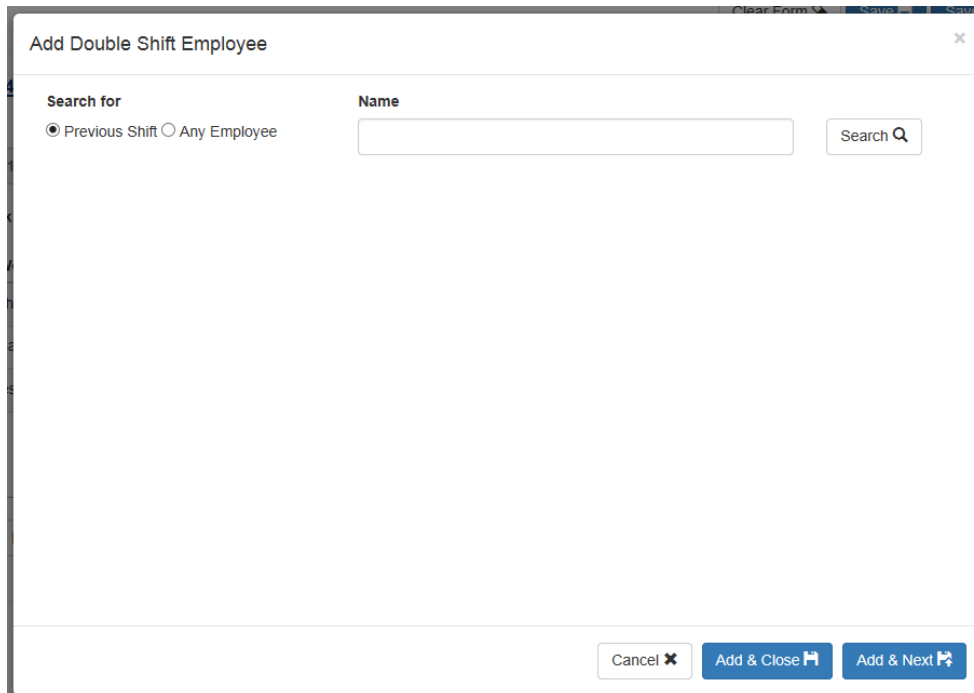
<input type="checkbox"/>	Ali, Alicia
<input type="checkbox"/>	Arthur, Shenniza
<input type="checkbox"/>	Beveney, Lashanna
<input type="checkbox"/>	Carrol, Cidale
<input type="checkbox"/>	Charles, Sheniel

## Double Shifts

--

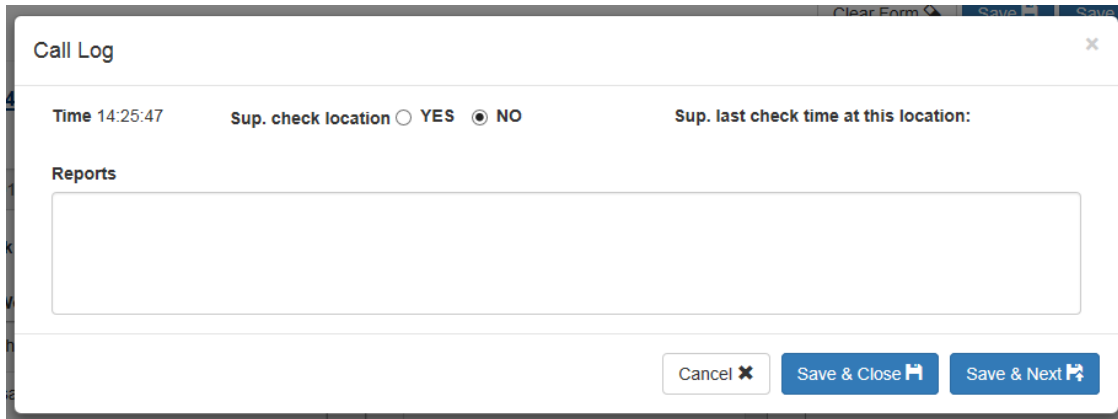
Call Log New *Daily Logs form*

9. The **Last check location** label shows the last location the supervisor checked.
10. The **Last check time for area** show the last time a supervisor check a location for the selected area.
11. Select **Persons Working** by checking the box next to their name. A box that is not checked will represent an absence.  
**NB:** An employee with a red color is scheduled for a day off. An employee with a green color is the Stand-By schedule to work for the employee on day off.
12. Select **Switches**, if any, by checking the box next to the employee's name.  
**NB:** The Employees are sorted by Stand-By Employees (those with a green color) first and then all other employees scheduled for the shift who are not currently working.
13. Add **Double Shifts**:
  - a. Click on the label **Double Shifts**. The following pop-up will be displayed.



*Add new double shift employee*

- b. You must first **Search** for the employee to put on a double shift. Check either the **Previous Shift** (Those employees that worked the preceding shift) or **Any Employee** (brings back all employees not currently working).
  - c. Enter a **Name**, either the first or last.
  - d. Click on the **Search** button.
  - e. Check the box next to the employees' name to select the person working the double.
  - f. Click **Save & Close** to save the double and close the pop-up or click **Save & Next** to save the current double and add a next one.
  - g. When Save and Close is clicked, the added record will be displayed in the Double Shifts box.
14. Add **Call Log**:
- a. Click the New button next to the Call Log label. The following popup is displayed:



Call Log

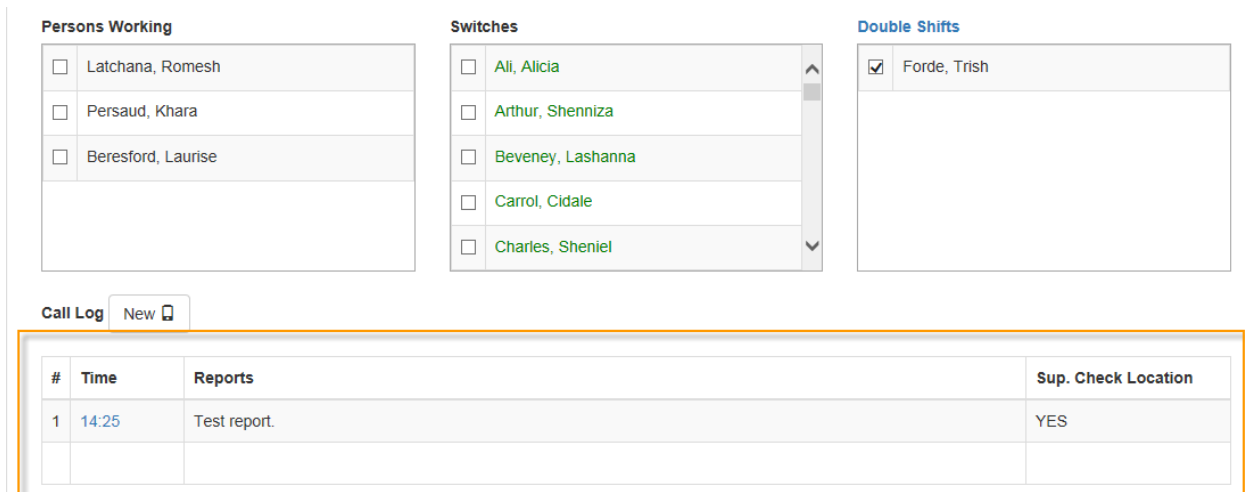
Time 14:25:47    Sup. check location ☐ YES ☒ NO    Sup. last check time at this location:

Reports

Cancel ✕    Save & Close 🏠    Save & Next ➡

*Add new call log*

- b. The **Time** is auto-completed and set to the current time.
- c. Check **YES** if the Supervisor checked the location or **NO** if otherwise.
- d. The **Sup. Last check time at this location** label shows the last time the supervisor checked the current location.
- e. Enter **Reports**.
- f. Click **Save & Close** to save the call log and close the pop-up or click **Save & Next** to save the current call log and add a next one.
- g. When Save and Close is clicked, the added record will be displayed as follows:



**Persons Working**

- ☐ Latchana, Romesh
- ☐ Persaud, Khara
- ☐ Beresford, Laurise

**Switches**

- ☐ Ali, Alicia
- ☐ Arthur, Shenniza
- ☐ Beveney, Lashanna
- ☐ Carrol, Cidale
- ☐ Charles, Sheniel

**Double Shifts**

- ☒ Forde, Trish

Call Log    New 📄

#	Time	Reports	Sup. Check Location
1	14:25	Test report.	YES

- a. Clicking on the Time will load the call log record to be modified. This is only allowed up to five minutes after the record is added or anytime if you have the Manager role.
15. Click **Save** or **Save & Next** to complete.

## Search

This feature is only available to users with the Manager role.


1. On the toolbar click **Operators** -> **Daily Log**. The following page will be displayed:

### DAILY LOG

Use the form below to manage daily logs.

Search Parameters


Number


Date 


Shift

Area

Location

New Daily Log 

Search 


Clear 

*Daily log search screen*

2. You can use either one, all, a combination of, or none of the following parameters to search for logs:
  - a. Number
  - b. Date
  - c. Shift
  - d. Area
  - e. Location
3. Click on the **Search** button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.

Search Parameters


Number


Date 


Shift

Area

Location

New Daily Log 

Search 

Clear 

Daily Logs found: 34

#	Number	Date	Area	Location	Shift	Present	Absent	Switches	Doubles	Calls Made	Last Check Time
1	DL201534	11/29/2015	Georgetown	HJ Water World	06:00 - 18:00	1	3	0	1	1	14:25
2	DL201501	11/01/2015	Georgetown	HJ Water World	06:00 - 18:00	4	2	2	1	3	-
3	DL201502	11/02/2015	Georgetown	HJ Water World	06:00 - 18:00	4	1	2	0	2	10:55
4	DL201503	11/03/2015	Georgetown	HJ Water World	06:00 - 18:00	1	2	0	0	0	-
5	DL201504	11/04/2015	Georgetown	HJ Water World	06:00 - 18:00	0	2	0	0	0	-
6	DL201505	11/05/2015	Georgetown	HJ Water World	06:00 - 18:00	3	1	1	0	0	-
7	DL201506	11/06/2015	Georgetown	HJ Water World	06:00 - 18:00	3	0	0	0	0	-
8	DL201532	11/29/2015	Georgetown	Hostel	06:00 - 18:00	1	0	0	0	0	-

*Daily log search results*

## Modify

*If you have the Manager Role:*

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on its **Number** to open.

Daily Logs found: 36

#	Number	Date	Area	Location	Shift	Present	Absent	Switches	Doubles	Calls Made	Last Check Time
1	<a href="#">DL201532</a>	11/30/2015	Georgetown	1763 Monument	06:00 - 18:00	0	2	0	0	1	-
2	<a href="#">DL201501</a>	11/01/2015	Georgetown	HJ Water World	06:00 - 18:00	4	2	2	1	3	-
3	<a href="#">DL201502</a>	11/02/2015	Georgetown	HJ Water World	06:00 - 18:00	4	1	2	0	2	10:55
4	<a href="#">DL201503</a>	11/03/2015	Georgetown	HJ Water World	06:00 - 18:00	1	2	0	0	0	-
5	<a href="#">DL201504</a>	11/04/2015	Georgetown	HJ Water World	06:00 - 18:00	0	2	0	0	0	-
6	<a href="#">DL201505</a>	11/05/2015	Georgetown	HJ Water World	06:00 - 18:00	2	1	0	0	0	-

*Opening a daily log record*

3. From the window displayed, make changes as need and then click on the **Save** or **Save & Next** button.
4. To return to the search page, click on the **Back To Search** button.

OR

*If operator, you can only modify logs for the current day, unless a DateTime grant is active.*

1. Open the Daily Log form
2. Select the Area, Location and Shift.
3. If the log has been saved, it will be loaded for modification.
4. Make changes as need and then click on the **Save** or **Save & Next** button.

## Call In/Report Off/Sent Home Form

This feature is only available to users that have either the Operator or Manager Role.

[CIA201514](#)

Is Call-In ☒ YES ☐ NO

Employee\*

...Select... ▼

Date 

11/29/2015

Time\*

13:26

Contact Number

eg. "999-999-9999"

Call Taken By

...Select... ▼

Call Forwarded To

...Select... ▼

Work Schedule

Reason for absence\*

Accident ▼

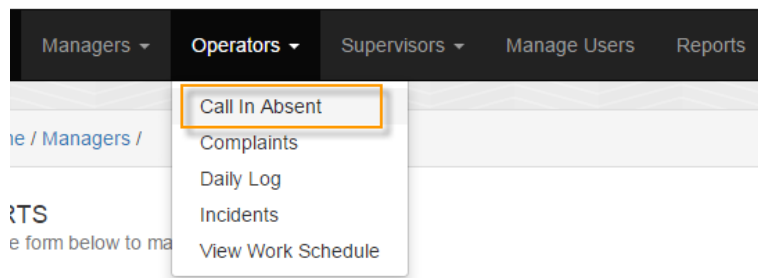
Comments

*Call In/Absent/Report off Form*

### Add New

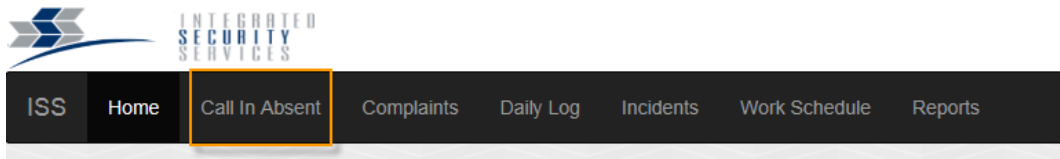
To add a new call in record, follow the below steps:

1. To access the data entry page:
  - a. If you have the Manager Role, on the toolbar click **Operators -> Call In Absent**



*Accessing the Call In Absent page*

- i. On the page that is displayed, click on the **New Absence** button.
  - b. If you have the Operator role, click on the **Call In Absent** button on the toolbar.



*Accessing the Call In Absent page*

2. The report number is auto-generated.
3. Check **Yes** if Is Call-In or **No** if otherwise.
4. The date and time fields are automatically completed and set to the current day and time.
5. Select the employee from the **Employee** drop down list.
6. Enter a **Contact Number** if known.
7. Select **Call Taken By**.
8. Select **Call Forwarded To**.
9. Enter **Work Schedule** if known.
10. Select **Reason for absence**. If **Other** is selected, specify the details in the Other text box.
11. Enter **Comments**.
12. Click **Save** or **Save & Next** to complete.

## Search

This feature is only available to users with the Manager role.

1. On the toolbar click **Operators -> Call In Absent**. The following page will be displayed:

### CALL-IN/ABSENT REPORTS

Use the form below to manage call-ins and absence.


*Call in absent search form*

2. You can use either one, all, a combination of, or none of the following parameters to search for call in records:
  - a. Number
  - b. Date
  - c. Taken By
  - d. Forwarded To
  - e. Employee
3. Click on the **Search** button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.



Search Parameters

Number

Date 

Taken By

Forwarded To

Employee


mm/dd/yyyy


...Select...

...Select...

...Select...

New Absence +

Search 

Clear 

Absence Reports found: 13

#	Number	Is Call In	Employee	Date	Time	Call Taken By	Forwarded To	Type	Comments
1	<a href="#">CIA201501</a>	NO	Persaud, Satesh	10/17/2015	15:00	Frans, John	Janitor, Delila	Other - Sdf sdf33333	Sdf sdfsd sdfsd commentssss 22333366
2	<a href="#">CIA201502</a>	NO	Persaud, Satesh	10/13/2015	15:00	Frans, John		Other - Sdfsd sdfsd	Comments
3	<a href="#">CIA201503</a>	YES	Carrol, Cidale	10/06/2015	01:00	Frans, John	Janitor, Delila	Accident	
4	<a href="#">CIA201504</a>	YES	Carrol, Cidale	10/17/2015	13:00	Frans, John		Accident	
5	<a href="#">CIA201505</a>	NO	Janitor, Delila	10/22/2015	08:45	Frans, John	Janitor, Delila	Sent Home	
6	<a href="#">CIA201506</a>	YES	Persaud, Satesh	11/04/2015	15:04	Frans, John	Janitor, Delila	Illness	Dfg dgdg

*Call in Absent search results*

## Modify

- Follow the steps outlined under **Search** above to find the record to modify.
- Once the record is found, click on its **Number** to open.

Absence Reports found: 13

#	Number	Is Call In	Employee	Date	Time	Call Taken By	Forwarded To	Type	Comments
1	<a href="#">CIA201501</a>	NO	Persaud, Satesh	10/17/2015	15:00	Frans, John	Janitor, Delila	Other - Sdf sdf33333	Sdf sdfsd sdfsd commentssss 22333366
2	<a href="#">CIA201502</a>	NO	Persaud, Satesh	10/13/2015	15:00	Frans, John		Other - Sdfsd sdfsd	Comments
3	<a href="#">CIA201503</a>	YES	Carrol, Cidale	10/06/2015	01:00	Frans, John	Janitor, Delila	Accident	

*Opening a call in absent record*

- From the window displayed, make changes as need and then click on the **Save** or **Save & Next** button.
- To return to the search page, click on the **Back To Search** button.

## Complaints

This feature is only available to users that have the **Operator, Compliance Officer** or **Manager Role**.

[COM201522](#)

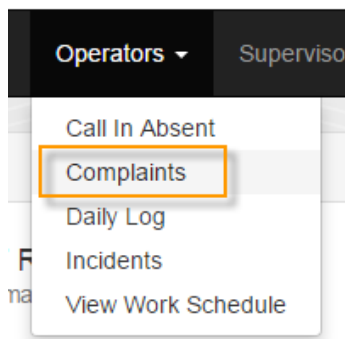
<b>Mode*</b>	<b>Date of Inc.*</b>	<b>Time of Inc.*</b>	<b>Area*</b>	<b>Location*</b>
By Phone ▼	12/11/2015	15:27	Georgetown ▼	1763 Monument ▼
<b>Person making report*</b>		<b>Contact Number</b>	<b>Shift*</b>	
100 characters max		eg. "999-999-9999"	...Select... ▼	
<b>Received by*</b>		<b>Date Received*</b>	<b>Acknowledgement</b>	
...Select... ▼		12/11/2015	...Select... ▼	
<b>Client Complaint*</b>				
5000 characters max				
<b>Was feedback provided to client</b>			<b>Date Contacted</b>	
<input checked="" type="radio"/> YES <input type="radio"/> NO			mm/dd/yyyy	
<b>Action taken</b>				
5000 characters max				

*Complaints form*

## Add New

To add a new complaint record, follow the below steps:

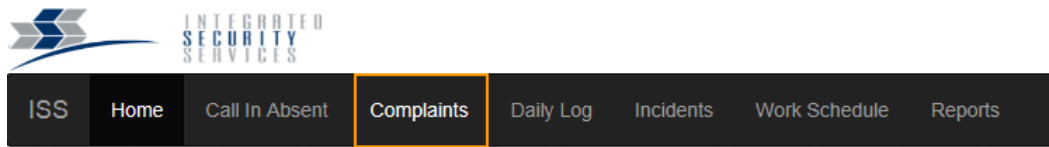
1. To access the data entry page:
  - a. If you have the Manager Role, on the toolbar click **Operators -> Complaints**



*Manager accessing the Complaint page*

- i. On the page that is displayed, click on the **New Complaint** button.

- b. If you have the Operator role, click on the **Complaints** button on the toolbar.



*Operator/Compliance Officer accessing the Complaints page*

2. The report number is auto-generated.
3. Select the **Mode**.
4. The **Date of Inc.** and **Time** are auto-completed. These can be changed to a previous date/time.
5. Select the **Area**.
6. Select the **Location**.
7. Enter the **Person making report**
8. Enter the **Contact Number**, if known.
9. Select the **Shift**.
10. Select **Received by**.
11. The **Date Received** is autocompleted and cannot be changed.
12. Select **Acknowledgement**.
13. Enter the **Client Complaint**.
14. Check **YES** if feedback was provided, **NO** if otherwise.
15. Select the **Date Contacted**.
16. Enter the **Action taken**.
17. Click **Save** or **Save & Next** to complete.


## Search

This feature is only available to users with the Compliance Officer or Manager role.

1. If Compliance Officer, click **Complaints** on the toolbar.
2. If Manager, on the toolbar click **Operators** -> **Complaints**. The following page will be displayed:

### COMPLAINT REPORTS

Use the form below to manage complaints.

Search Parameters				
Number	Date of Inc. 	Mode	Area	Location
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>


*Complaints search form*

3. You can use either one, all, a combination of, or none of the following parameters to search for complaints:

- a. Number
  - b. Date
  - c. Mode
  - d. Area
  - e. Location
4. Click on the Search button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.

Search Parameters

Number

Date of Inc. 

Mode

Area

Location


mm/dd/yyyy


...Select...

...Select...

...Select...

New Complaint +

Search 

Clear 

Complaint Reports found: 22

#	Number	Location	Date of Incident	Time	Mode	Person Making Report	Date Received	Received By	Feedback Provided	ClientComplaint
1	COM201521	Hydromet	12/11/2015	13:42	By Phone	Wqdwqdwq	12/11/2015	Govela, Natasha	YES	Asdasd
2	COM201515	1763 Monument	11/09/2015	12:04	By Phone	Sdf sdfsf	11/03/2015	Frans, John	YES	Sdf sdfsf
3	COM201520	Vrymans Erven Drop-In Centre	12/08/2015	16:04	By Phone	Dfg fdgdg	12/08/2015	Ghoring, Dhora	NO	Df dgfd
4	COM201513	1763 Monument	11/04/2015	15:26	By Phone	Xfsg fsd	11/04/2015	Frans, John	YES	Kayako Fusion, Case and Engage operate an internal pseudo cronsystem w...
5	COM201502	1763 Monument	12/10/2015	16:27	By Phone	Carrol	10/06/2015	Frans, John	YES	

*Complaints search results***Modify**

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on its **Number** to open.

Complaint Reports found: 19

#	Number	Location	Date of Complaint	Time	Mode	Person Making Report	Date Received	Received By	Feedback Provided	ClientComplaint
1	COM201513	1763 Monument	11/04/2015	15:26	By Phone	Xfsg fsd	11/04/2015	Frans, John	YES	Kayako Fusion, Case and Engage operate an internal pseudo cronsystem w...
2	COM201515	1763 Monument	11/09/2015	12:04	By Phone	Sdf sdfsf	11/03/2015	Frans, John	YES	Sdf sdfsf
3	COM201502	1763 Monument	12/10/2015	16:27	By Phone	Carrol	10/06/2015	Frans, John	YES	
4	COM201514	1763 Monument	11/06/2015	13:30	By Phone	John Nashville	11/06/2015	Frans, John	NO	Fd gdgfd gdg 3r4 rer eret er

*Opening a complaint record*

3. From the window displayed, make changes as need and then click on the **Save** or **Save & Next** button.
4. To return to the search page, click on the **Back To Search** button.

## Incidents

This feature is only available to users that have the **Operator, Compliance Officer** or **Manager Role**.

[INC201563](#)

Date*	Time*	Shift*	Area*	Location*
11/29/2015	14:28	...Select...	Georgetown	1763 Monument

Type\*

Injury

Description

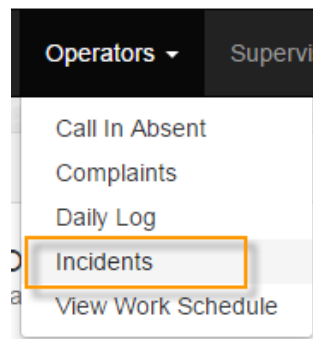
Person(s) Affected Add New Person

*Incidents form*

## Add New

To add a new incident record, follow the below steps:

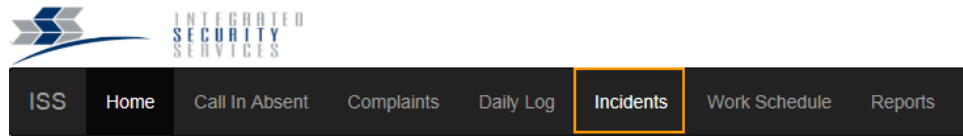
1. To access the data entry page:
  - a. If you have the Manager Role, on the toolbar click **Operators -> Incidents**



*Manager accessing the Incidents Page*

- i. On the page that is displayed, click on the **New Incident** button.

- b. If you have the Operator role, click on the **Incidents** button on the toolbar.



*Operator/Compliance Officer accessing the Incidents page*

2. The report number is auto-generated.
3. The **Date** and **Time** are auto-completed and set to the current day and time.
4. Select the **Shift**.
5. Select the **Area**.
6. Select the **Location**.
7. Select the **Type**. If **Other** is selected, you must specify the Other description.
8. Enter the **Description**.
9. Add Person(s) Affected:
  - a. Click on the **Add New Person** button. The following pop-up will be displayed:

*Add person affected screen*

- b. Enter the **First Name**, if known.
- c. Enter the **Last Name**
- d. Select the **Type**. If **Other** is selected, you must specify the description.
- e. Enter the **Phone**, if known.
- f. Enter the **Address**.
- g. Enter the **Description**.

- h. Click **Save & Close** to save the record and close the pop-up or click **Save & Next** to save the current record and add a next one.
- i. When Save and Close is clicked, the added record will be displayed as follows:

Person(s) Affected

#	Name	Phone	Address	Type	Description
1	Forde, Trish	592-876-9087	Address here	Victim	Description here

*Person affected display*

- j. Clicking on the Name will load the person's record to be modified. This is only allowed up to five minutes after the record is added or anytime if you have the Manager or Compliance Officer role.
10. Click **Save** or **Save & Next** to complete.

## Search

This feature is only available to users with the Compliance Officer or Manager role.


1. If Compliance Officer, click **Incidents** on the toolbar.
2. If Manager, on the toolbar click **Operators** -> **Incidents**. The following page will be displayed:

### INCIDENT REPORTS

Use the form below to manage incidents.

Search Parameters


Number


Date 


Type

Area

Location

New Incident 

Search 


Clear 

*Incidents search form*

3. You can use either one, all, a combination of, or none of the following parameters to search for incidents:
  - a. Number
  - b. Date
  - c. Type
  - d. Area
  - e. Location
4. Click on the Search button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.

Search Parameters


Number


Date 


Type

Area

Location

New Incident 

Search 

Clear 

Incident Reports found: 63

#	Number	Location	Date Occured	Time Occured	Type	Description
1	<a href="#">INC201561</a>	1763 Monument	11/29/2015	06:57	Other - Lsjdkljdskskds	Kjdjndddkd dk dkd dd
2	<a href="#">INC201563</a>	1763 Monument	11/29/2015	14:28	Other - Ksjnssnk	
3	<a href="#">INC201562</a>	1763 Monument	11/29/2015	13:14	Injury	
4	<a href="#">INC201560</a>	Burrows School of Arts	11/23/2015	11:09	Other - Sd fs f s	Ssd sdfs
5	<a href="#">INC201555</a>	1763 Monument	11/18/2015	15:52	Injury	
6	<a href="#">INC201559</a>	1763 Monument	11/18/2015	16:13	Injury	Sfg sdf
7	<a href="#">INC201558</a>	1763 Monument	11/18/2015	16:07	Injury	Sdfs f dsfs sf sd fs
8	<a href="#">INC201557</a>	1763 Monument	11/18/2015	16:05	Injury	Xcvxcv vxcvx

Incident search results

## Modify

- Follow the steps outlined under **Search** above to find the record to modify.
- Once the record is found, click on its **Number** to open.

#	Number	Location	Date Occured	Time Occured	Type	Description
1	<a href="#">INC201561</a>	1763 Monument	11/29/2015	06:57	Other - Lsjdkljdskskds	Kjdjndddkd dk dkd dd
2	<a href="#">INC201563</a>	1763 Monument	11/29/2015	14:28	Other - Ksjnssnk	
3	<a href="#">INC201562</a>	1763 Monument	11/29/2015	13:14	Injury	
4	<a href="#">INC201560</a>	Burrows School of Arts	11/23/2015	11:09	Other - Sd fs f s	Ssd sdfs
5	<a href="#">INC201555</a>	1763 Monument	11/18/2015	15:52	Injury	
6	<a href="#">INC201559</a>	1763 Monument	11/18/2015	16:13	Injury	Sfg sdf
7	<a href="#">INC201558</a>	1763 Monument	11/18/2015	16:07	Injury	Sdfs f dsfs sf sd fs

Opening an Incident record

- From the window displayed, make changes as need and then click on the **Save** or **Save & Next** button.
- To return to the search page, click on the **Back To Search** button.



## Work Schedule

This feature is only available to users that have the **Operator**, **Supervisor** or **Manager Role**.

### WORK SCHEDULE

Use the form below to create work schedules.

Parameters

Year:

2015

▼

Month:

November

▼

Area:

...Select...

▼

Shift:

...Select...

▼

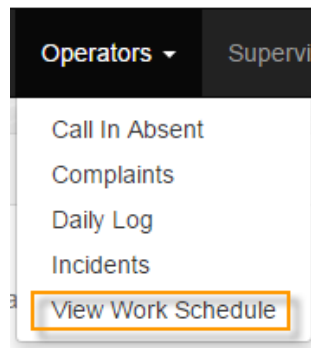
Clear

Generate

*Work Schedule Page*

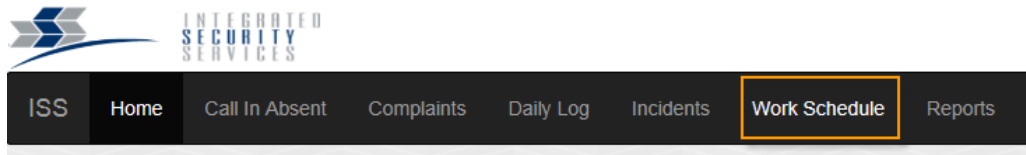
To view a work schedule:

1. To access the form:
  - a. If you have the Manager Role, on the toolbar click **Operators** -> **View Work Schedule**



*Manager accessing the work schedule page*

- b. If you have the Operator or Supervisor role, click on the **Work Schedule** button on the toolbar.



*Operator or Supervisor accessing the Work Schedule page*

2. Select the **Year**. It defaults to the current year.
3. Select **Month**. It defaults to the current month.
4. Select **Area**.
5. Select **Shift**. Leave unselected if you want to view all shifts.
6. Click the **Generate** button. The report will be displayed as follow:

Year: 
 Month: 
 Area: 
 Shift:

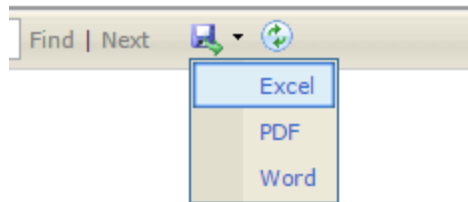
WORK SCHEDULE REPORT												
Month: November, 2015			Area: Georgetown			Shift: All						
		1	2	3	4	5	6	7	8	9	10	11
1763 Monument	06:00 - 18:00	Deane.D, Forde.J	Deane.D, Forde.J	Deane.D, Forde.J	Deane.D, Forde.J	Deane.D, Forde.J	Deane.D, Forde.J	Deane.D, Forde.J	Deane.D, Forde.J	Forde.J, Holder.K	Deane.D, Forde.J	Deane.D, Forde.J
	18:00 - 06:00	Kum.M, AIA	Babb.C, Kum.M	Babb.C, Kum.M	Babb.C, Kum.M	Babb.C, Kum.M	Babb.C, Kum.M	Babb.C, Kum.M	Babb.C, Kum.M	Babb.C, Kum.M	Babb.C, Kum.M	Babb.C, Kum.M
	Off Duty	Babb.C								Deane.D		
1823 Monument	06:00 - 18:00	Westmaas.O	Westmaas.O	Westmaas.O	Westmaas.O	Westmaas.O	Westmaas.O	Westmaas.O	Westmaas.O	Westmaas.O	Westmaas.O	Westmaas.O
	18:00 - 06:00	Percival.J		Percival.J	Percival.J	Percival.J	Percival.J	Percival.J	Percival.J	Percival.J	Percival.J	Percival.J
	Off Duty		Percival.J									
Acme Photo Studio	18:00 - 06:00	Lemeh.W	Lemeh.W	Lemeh.W	Lemeh.W	Lemeh.W	Lemeh.W	Lemeh.W	Lemeh.W	Lemeh.W	Lemeh.W	Lemeh.W
	06:00 - 18:00	Trotman.D	Trotman.D	Trotman.D	Trotman.D	Trotman.D	Trotman.D	Trotman.D	Trotman.D	Trotman.D	Trotman.D	Trotman.D
Andrew Lewis Gym	18:00 - 06:00	Operct.G	Operct.G		Operct.G	Operct.G	Operct.G	Operct.G	Operct.G	Operct.G	Operct.G	Operct.G
	Off Duty			Operct.G								

*Generated work schedule view*

7. To save the schedule click on the Export button and select a format.



*Work Schedule Export button*

*Work Schedule Export Formats*

8. To print, first export the report to Excel and then print.

## Supervisors

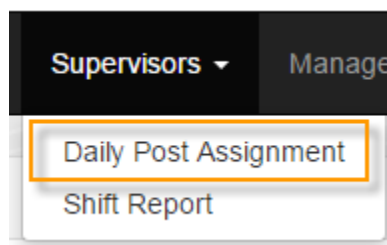
### Daily Post Assignments

This feature is only available to users that have the **Supervisor** or **Manager Role**.

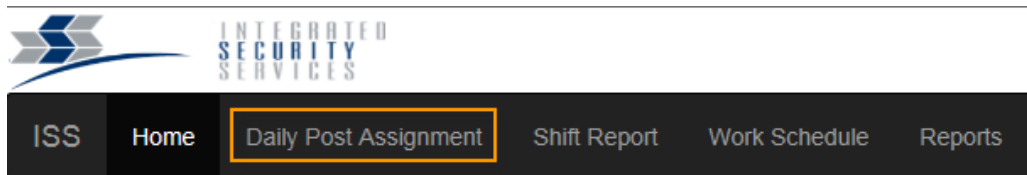
#### Add New

To add a new daily post assignment record, follow the below steps:

1. To access the data entry page:
  - a. If you have the Manager Role, on the toolbar click **Supervisors** -> **Daily Post Assignment**

*Manager accessing Daily Post Assignment*

- i. On the page that is displayed, click on the **New Post** button.
    - b. If you have the Supervisor role, click on the **Incidents** button on the toolbar. On the page that is displayed, click on the **New Post** button.

*Supervisor accessing Daily Post Assignment*

2. The following page is displayed:

Add a new post below

Back to Search ◀ Clear Form Save Save & Next

**DPA201506**

Date 12/1/2015 Shift ...Select... Late arrivals: Calls for assistance:

Total number of officers assigned to shift: Total number of officers present for shift: Total number of officers absent from shift:

Total number of officers who called in for a day off: Total number of officers called out from day off: Total number of officers on day off:

Not dressed properly: Sleeping:

Daily master roster record of changes

Shift summary

5000 characters max

Shift briefing notes

*Daily Post Assignment From*

- The report number is auto-generated.
- Select **Shift**. After selecting this, the Fields from **Late Arrivals** to **Daily master roster record of changes** will be auto populated. All these fields can be modified except the Master Roster table.
- Enter **Shift Summary**.
- Enter **Shift briefing notes**.
- Enter **Passes on from last shift**.
- Enter **Passed on to next shift**.
- Enter **Summary of incidents**.
- Click **Save** or **Save & Next** to complete.

## Search

- If Supervisor, click **Daily Post Assignment** on the toolbar.
- If Manager, on the toolbar click **Supervisor** -> **Daily Post Assignment**. The following page will be displayed:

**DAILY POST ASSIGNMENT ROSTER**  
Use the form below to manage daily post assignments.

Search Parameters

Number Date mm/dd/yyyy Shift ...Select...

New Post + Search Clear

*Daily Post Assignment Search*

- You can use either one, all, a combination of, or none of the following parameters to search for daily post assignments:
  - Number
  - Date
  - Shift
- Click on the Search button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.

Search Parameters

Number

Date 

Shift

New Post Search Clear 

Daily Post Assignments found: 5

#	Number	Date	Shift	Late Arrivals	Calls for Assis.	Assigned	Present	Absent	Call Ins	Call Outs	On day Off	Not Dress Prop.
1	<a href="#">DPA201505</a>	11/18/2015	06:00 - 18:00	0	0	50	0	49	0	0	1	0
2	<a href="#">DPA201504</a>	11/10/2015	06:00 - 18:00	0	0	48	2	47	3	4	1	5
3	<a href="#">DPA201503</a>	11/02/2015	06:00 - 18:00	1	2	3	4	5	6	7	8	9
4	<a href="#">DPA201502</a>	11/01/2015	18:00 - 06:00	0	0	3	2	2	0	1	1	0
5	<a href="#">DPA201501</a>	11/01/2015	06:00 - 18:00	0	0	9	6	2	1	1	1	0

Daily Post Assignment Search Results

## Modify

- Follow the steps outlined under **Search** above to find the record to modify.
- Once the record is found, click on its **Number** to open.

Daily Post Assignments found: 5

#	Number	Date	Shift	Late Arrivals	Calls for Assis.	Assigned	Present	Absent	Call Ins	Call Outs	On day Off	Not Dress Prop.
1	<a href="#">DPA201505</a>	11/18/2015	06:00 - 18:00	0	0	50	0	49	0	0	1	0
2	<a href="#">DPA201504</a>	11/10/2015	06:00 - 18:00	0	0	48	2	47	3	4	1	5
3	<a href="#">DPA201503</a>	11/02/2015	06:00 - 18:00	1	2	3	4	5	6	7	8	9
4	<a href="#">DPA201502</a>	11/01/2015	18:00 - 06:00	0	0	3	2	2	0	1	1	0
5	<a href="#">DPA201501</a>	11/01/2015	06:00 - 18:00	0	0	9	6	2	1	1	1	0

Opening Daily Post Assignment record

- From the window displayed, make changes as need and then click on the **Save** or **Save & Next** button.
- To return to the search page, click on the **Back To Search** button.

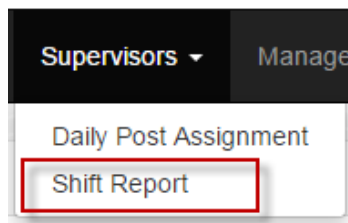
## Shift Report

This feature is only available to users that have the **Supervisor** or **Manager Role**.

### Add New

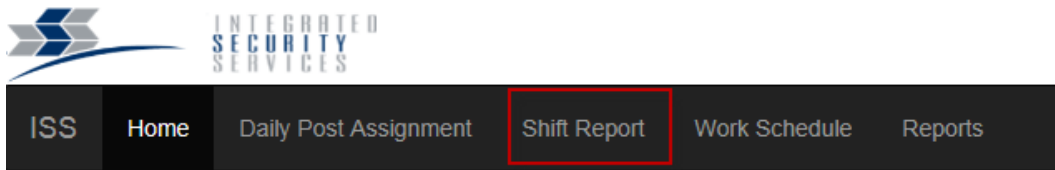
To add a new shift report record, follow the below steps:

1. To access the data entry page:
  - a. If you have the Manager Role, on the toolbar click **Supervisors** -> **Shift Report**



*Manager accessing Shift Report page*

- i. On the page that is displayed, click on the **New Shift Report** button.
  - b. If you have the Supervisor role, click on the **Shift Report** link on the toolbar.



*Supervisor accessing the Shift Report page*

2. The following page is displayed:

Add new shift reports below

[SR201510](#)

Date	Area	Shift	Supervisor
12/1/2015	...Select...	...Select...	...Select...

Checks ☐ New ☒

[Back to Search](#)

[Clear Form](#) [Save](#) [Save & Next](#)

*Shift Report form*

3. The report number is auto-generated.

4. The **Date** is auto-completed and set to the current day.
5. Select the **Area**.
6. Select the **Shift**.
7. Select the **Supervisor**.
8. Add Checks:
  - a. Click on the **New** button next to the **Checks** label. The following pop-up will be displayed:

*New Checks window*

- b. Select the **Location**
- c. The **Sequence** label is auto-completed.
- d. Select the **Officer** from the **Officer Name** list and add the time. If more officers are to be added, click on the **Add** button next to the **Officers** label.
- e. Enter **General Observations**
- f. Enter **Corrects Made / Suggested**
- g. Click **Add & Close** to save the record and close the pop-up or click **Add & Next** to save the current record and add a next one.
- h. When Save and Close is clicked, the added record will be displayed as follows:
- i.

Checks **New**

#	Location	Seq.	Officer & Time	General Observations	Corrections Made/Suggested
1	HJ Water World	1	Bart.F (11:01), Bishop.R (12:09)	sdf sdf	sdfsdf

*Checks display*


- j. Clicking on the **Location** will load the record to be modified. This is only allowed up to five minutes after the record is added or anytime if you have the Manager role.
9. Click **Save** or **Save & Next** to complete.

**Search**

1. If Compliance Officer, click **Shift Report** on the toolbar.
2. If Manager, on the toolbar click **Supervisors** -> **Shift Report**. The following page will be displayed:

**DAILY CHECK SHEET / SHIFT REPORT**

Use the form below to manage shift reports.


Search Parameters				
<b>Number</b>	<b>Date</b> 	<b>Shift</b>	<b>Area</b>	<b>Supervisor</b>
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>

*Shift Report Search form*

3. You can use either one, all, a combination of, or none of the following parameters to search for incidents:
  - a. Number
  - b. Date
  - c. Shift
  - d. Area
  - e. Supervisor
4. Click on the Search button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.



Search Parameters

Number	Date 	Shift	Area	Supervisor
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>

[New Shift Report +](#)
[Search !\[\]\(c3d993ca47bfe2a953c700506ce31fa0\_img.jpg\)](#)
[Clear !\[\]\(d66ff64371a51729ac8c1cdaa685ba6f\_img.jpg\)](#)

Shift Reports found: 9

#	Number	Date	Area	Supervisor	Shift	Checks
1	<a href="#">SR201509</a>	11/23/2015	Georgetown	Christian, Leon	06:00 - 14:00	1
2	<a href="#">SR201508</a>	11/18/2015	Georgetown	Christian, Leon	06:00 - 18:00	1
3	<a href="#">SR201506</a>	11/04/2015	Georgetown	Supervisor, Three	18:00 - 06:00	2
4	<a href="#">SR201504</a>	11/03/2015	Georgetown	Supervisors, Oneedit	18:00 - 06:00	2
5	<a href="#">SR201502</a>	11/02/2015	Georgetown	Janitor, Dellia	06:00 - 18:00	5
6	<a href="#">SR201503</a>	11/02/2015	Berbice	Supervisor, Two	06:00 - 18:00	2
7	<a href="#">SR201505</a>	11/01/2015	Georgetown	Janitor, Dellia	06:00 - 18:00	7

*Shift Report Search Results***Modify**

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on its **Number** to open.

#	Number	Date	Area	Supervisor	Shift	Checks
1	<a href="#">SR201509</a>	11/23/2015	Georgetown	Christian, Leon	06:00 - 14:00	1
2	<a href="#">SR201508</a>	11/18/2015	Georgetown	Christian, Leon	06:00 - 18:00	1
3	<a href="#">SR201506</a>	11/04/2015	Georgetown	Supervisor, Three	18:00 - 06:00	2
4	<a href="#">SR201504</a>	11/03/2015	Georgetown	Supervisors, Oneedit	18:00 - 06:00	2
5	<a href="#">SR201502</a>	11/02/2015	Georgetown	Janitor, Dellia	06:00 - 18:00	5
6	<a href="#">SR201503</a>	11/02/2015	Berbice	Supervisor, Two	06:00 - 18:00	2
7	<a href="#">SR201505</a>	11/01/2015	Georgetown	Janitor, Dellia	06:00 - 18:00	7

*Opening Shift Report record*

3. From the form displayed, make changes as need and then click on the **Save** or **Save & Next** button.
4. To return to the search page, click on the **Back To Search** button.

## Administrator

This feature is only available to users that have the **Administrator Role**.

### Manage Users

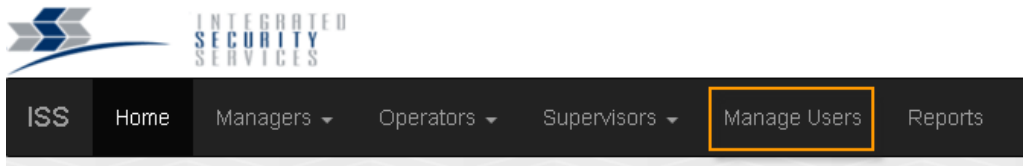
Name:  Status:  Role:

*Administrator page*

### Add New

To add a new user, follow the below steps:

1. Click on the **Manage Users** link on the toolbar.



*Accessing Manage User page*

2. Click on the **New User** button. The following popup is displayed:

The image shows a 'New User' popup window with a white background and a grey border. At the top left is the title 'New User' and a close button (X) at the top right. The form contains the following fields and controls:

- Employee Link**: A dropdown menu with '...Select...' as the current selection.
- First Name**: A text input field.
- Last Name**: A text input field.
- Role**: A group of five radio buttons with labels: 'Contract Compliance Officer', 'Manager', 'Administrator', 'Supervisor', and 'Operator'.
- Username**: A text input field.
- Email**: A text input field.
- Status**: A dropdown menu with 'Active' as the current selection.
- Password**: A text input field.
- Confirm Password**: A text input field.
- Reset Password on login**: A checkbox that is currently unchecked.
- Buttons**: At the bottom right, there are three buttons: 'Save' (with a save icon), 'Save & Next' (with a right arrow icon), and 'Close'.

*New user window*

- If the user being created is for an employee working at ISS, select their name from the **Employee Link** list. Leave unselected if it is not being created for an employee at ISS.
- Enter their **First Name**.
- Enter their **Last Name**.
- Check the **Role**. This can be one or a combination of the roles.
- The **UserName** field is auto-completed based on what was entered as the First and Last names. It takes the format of the entire last name with the first letter of the first name. For example, Trish Forde will be **FordeT**.
- Enter an **Email** address. If not known, enter [test@iss.com](mailto:test@iss.com).
- Leave **Status** as **Active**.
- Enter the **Password**. You should use a simple password like **password**. This is because the user will use this to reset their password when they first login to the application.
- Enter the same value entered in the Password field into the **Confirm Password** field.
- Check the **Reset Password on login box**.
- Click **Save** or **Save & Next**.

## Search

- Click **Manage Users** on the toolbar.
- You can use either one, all, a combination of, or none of the following parameters to search for incidents:
  - Name
  - Status
  - Role
- Click on the Search button when completed and if any records are found, they will be displayed in a table. **NB: If no parameters are entered and the search button is click, all records will return.**

### Manage Users

Name: 
 Status: 
 Role:

Users Found: 10

 New User

#	Name	User Name	Status	Role(s)	Date Added	Last Activity
1	<a href="#">Kumar Choprak</a>	Choprak2	Active	Contract Compliance Officer, Operator, Supervisor	11/9/2015 8:31:45 PM	
2	<a href="#">Noel Goodman</a>	GoodmanN	Active	Administrator, Supervisor	11/9/2015 3:55:34 PM	
3	<a href="#">Cidale Carrol</a>	cidale	Active	Administrator, Contract Compliance Officer, Manager, Operator, Supervisor	10/14/2015 6:53:31 PM	11/27/2015 1:12:07 PM
4	<a href="#">Test Compliance</a>	ComplianceT	Active	Contract Compliance Officer	11/24/2015 5:01:56 PM	
5	<a href="#">Anita Ahiaram</a>	AhiaramA	Active	Supervisor	11/24/2015 5:03:26 PM	
6	<a href="#">Trish Forde</a>	FordeT	Active	Administrator, Contract Compliance Officer, Manager, Operator, Supervisor	11/9/2015 8:32:08 PM	11/13/2015 10:34:58 AM
7	<a href="#">Test Operator</a>	OperatorT	Active	Operator	11/24/2015 5:01:06 PM	11/30/2015 4:40:11 PM

*User search results*

## Modify

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on the **Name** to open.

#	Name	User Name	Status	Role(s)	Date Added	Last Activity
1	<a href="#">Kumar Choprak</a>	Choprak2	Active	Contract Compliance Officer,Operator,Supervisor	11/9/2015 8:31:45 PM	
2	<a href="#">Noel Goodman</a>	GoodmanN	Active	Administrator,Supervisor	11/9/2015 3:55:34 PM	
3	<a href="#">Cidale Carrol</a>	cidale	Active	Administrator,Contract Compliance Officer,Manager,Operator,Supervisor	10/14/2015 6:53:31 PM	11/27/2015 1:12:07 PM
4	<a href="#">Test Compliance</a>	ComplianceT	Active	Contract Compliance Officer	11/24/2015 5:01:56 PM	
5	<a href="#">Anita Ahiram</a>	AhiramA	Active	Supervisor	11/24/2015 5:03:26 PM	
6	<a href="#">Trish Forde</a>	FordeT	Active	Administrator,Contract Compliance Officer,Manager,Operator,Supervisor	11/9/2015 8:32:08 PM	11/13/2015 10:34:58 AM
7	<a href="#">Test Operator</a>	OperatorT	Active	Operator	11/24/2015 5:01:06 PM	11/30/2015 4:40:11 PM
8	<a href="#">John Frans</a>	FransJ	Active	Administrator,Contract Compliance Officer,Manager,Operator,Supervisor	11/9/2015 3:26:33 PM	
9	<a href="#">Satish Persaud</a>	satish	Active	Administrator Manager	10/14/2015 6:53:58	11/28/2015 2:50:46 PM

*Opening a user record*

3. From the window displayed, make changes as need and then click on the **Update** button.
4. To return to the search page, click on the **Close** button.

## Reset Password

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on the **Name** to open.
3. Enter the **Password**. You should use a simple password like **password**. This is because the user will use this to reset their password when they first login to the application.
4. Enter the same value entered in the Password field into the **Confirm Password** field.
5. Check the **Reset Password on login box**.
6. Click on the **Update** button to save the change.
7. Inform the user of the password you entered and have them login and set a new password.

## View User's Activity History

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on the **Name** to open.
3. From the window that pops up, click on the Activity History tab.

**Satesh Persaud**

Account Details **Activity History**

**Employee Link** Satesh Persaud

**First Name** Satesh **Last Name** Persaud

**Role** ☒ Contract Compliance Officer ☒ Manager ☒ Administrator

**UserName** satesh

*Activity History tab*

4. From this screen, you can search for activity between a **date range** or leave the dates blank to bring back all history.
5. Click the **Search** button.
6. If records are found, they will be displayed in a table:

**Satesh Persaud**

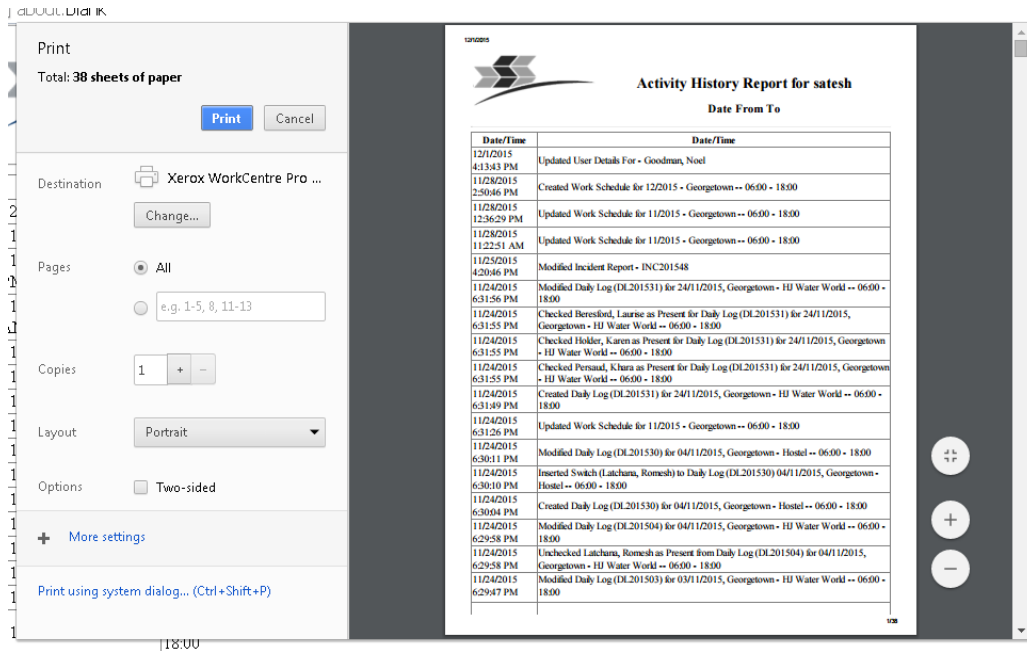
Account Details **Activity History**

**Date From:** mm/dd/yyyy **To:** mm/dd/yyyy **Search** **Print**

Date/Time	Date/Time
12/1/2015 4:13:43 PM	Updated User Details For - Goodman, Noel
11/28/2015 2:50:46 PM	Created Work Schedule for 12/2015 - Georgetown -- 06:00 - 18:00
11/28/2015 12:36:29 PM	Updated Work Schedule for 11/2015 - Georgetown -- 06:00 - 18:00
11/28/2015 11:22:51 AM	Updated Work Schedule for 11/2015 - Georgetown -- 06:00 - 18:00
11/25/2015 4:20:46 PM	Modified Incident Report - INC201548
11/24/2015 6:31:56 PM	Modified Daily Log (DL201531) for 24/11/2015, Georgetown - HJ Water World -- 06:00 - 18:00
11/24/2015 6:31:55 PM	Checked Beresford, Laurise as Present for Daily Log (DL201531) for 24/11/2015, Georgetown - HJ Water World -- 06:00 - 18:00
11/24/2015 6:31:55 PM	Checked Holder, Karen as Present for Daily Log (DL201531) for 24/11/2015, Georgetown - HJ Water World -- 06:00 - 18:00
11/24/2015 6:31:55 PM	Checked Persaud, Khara as Present for Daily Log (DL201531) for 24/11/2015, Georgetown - HJ Water World -- 06:00 - 18:00
11/24/2015 6:31:49 PM	Created Daily Log (DL 201531) for 24/11/2015 - Georgetown - HJ Water World -- 06:00 - 18:00

*User activity search results*

7. Click on the print button if you would like to print a copy of the history.



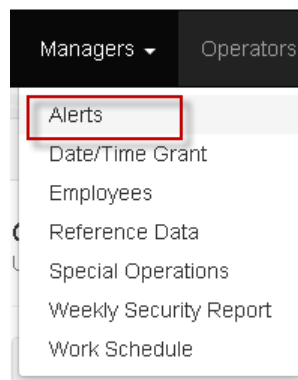
User history print preview

## Managers

Only users with the Manager role have access to these features.

## Alerts

1. Click on **Managers** -> **Alerts**



Accessing the Alerts page

2. The Logs and Attendance tabs refresh every 60 seconds. You can follow the countdown at the top of the page for an indication of the next refresh.

## ALERTS

Use the form below to manage operations.

⌚ 46 secs...

[Logs](#)
[Attendance](#)
[Daily Operations Report](#)

**Date**

**Area**

**Location**

[Operator's Call Log](#)
[Incident/Complaint Summary](#)

*Alerts Page*

- The **Stop Timer** button is used to stop the countdown timer. To restart, click on the **Start Timer** button.

## Logs

The Logs are used to show the Operators' call log and Incident/Complaint Summary

- Click on **Managers** -> **Alerts**
- The Log tab is displayed by default. If it is not selected, click on the **Log** tab to view.
- You can use one, all, or a combination of the following to filter the entries under the logs:
  - Date
  - Area
  - Location

By default, the date is set to the current day.

- Enter the parameter as needed and then click on the Search button or wait for the next refresh.

[Logs](#)
[Attendance](#)
[Daily Operations Report](#)

**Date**

**Area**

**Location**

**Operator's Call Log**

#	Location	Time	Reports	Sup. Check Location	Call made by
1	HJ Water World	10:55	h fgjh576 tjtyt	YES	satesh
2	HJ Water World	10:55	fgh fghth fghf	NO	satesh

**Incident/Complaint Summary**

#	Location	Incidents Count	Complaints Count
1	1763 Monument	1	0

*Logs tab*

- To view the details of the incidents or complaints count, click on the number:

## Incident/Complaint Summary

#	Location	Incidents Count	Complaints Count
1	1763 Monument	1	0

*Opening Incidents/Complaints*

6. The following window will be displayed:

1763 Monument -- Incidents Summary ×

#	Number	Time Occured	Type	Description	Person(s) Affected	Created By
1	<a href="#">INC201548</a>	14:43	Injury			cidale

Close ×

*Incidents Summary view*

7. From here, you can click on the **Number** and the record will open in the search section of the Incident/Complaint form. For example, the incident in the figure above will open in the search section of the Incidents Page:

## INCIDENT REPORTS

Use the form below to manage incidents.

Search Parameters

Number  
INC201548

Date   
mm/dd/yyyy

Type  
...Select...

Area  
...Select...

Location  
...Select...

New Incident +

Search

Clear

Incident Reports found: 1

#	Number	Location	Date Occured	Time Occured	Type	Description
1	<a href="#">INC201548</a>	1763 Monument	11/02/2015	14:43	Injury	

*Incident view*



- From here, click on the Number again to view the details.

## Attendance

Here you will view details of the attendance of employees at the various areas.

- Click on **Managers -> Alerts**
- Click on the **Attendance** tab.

Logs **Attendance** Daily Operations Report

Date 12/07/2015 Area ...Select... Location ...Select... Search Stop Timer

Operator's Call Log Incident/Complaint Summary

*Opening the Attendance tab*

- You can use one, all, or a combination of the following to filter the entries under the logs:
  - Date From
  - Date To
  - Area
  - Shift

By default, the **Date From** and **To** are set to the current day.

- Enter the parameter as needed and then click on the **Search** button or wait for the next refresh.

Logs Attendance **Daily Operations Report** 13 secs..

Date From 11/1/2015 To 12/1/2015 Area ...Select... Shift ...Select... Search Stop Timer

**Attendance**

#	Area	Stand-By Used	Stand-By Unused	Sent Home	Day Off	Absent	Shortage	Illegal Employees	Doubles
1	Berbice	0	1	0	2	0	60	0	0
2	Georgetown	4	20	1	37	29	3293	4	2
3	Highway	0	0	0	0	0	0	0	0
4	W.C.D	0	0	0	0	0	0	0	0

*Attendance tab*

- Information is displayed by:
  - Area
  - Standby Used
  - Standby Unused

- d. Sent Home
- e. Day Off
- f. Absent
- g. Shortage
- h. Illegal Employees
- i. Doubles

6. To view details on the information presented, click on the number:

#### Attendance

#	Area	Stand-By Used	Stand-By Unused	Sent Home	Day Off	Absent	Shortage	Illegal Employees	Doubles
1	Berbice	0	1	0	2	0	60	0	0
2	Georgetown	4	20	1	37	29	3293	4	2
3	Highway	0	0	0	0	0	0	0	0
4	W.C.D	0	0	0	0	0	0	0	0

*Opening the Absent details*

7. A window will pop up with the details:

Georgetown -- Absence Details						
#	Location Assigned	Name	Was Called In	Reason	Date	Shift
1	1763 Monument	Deane, Dawn	NO		11/19/2015	06:00 - 18:00
2		Forde, Jennifer	NO		11/19/2015	06:00 - 18:00
3		Deane, Dawn	NO		11/30/2015	06:00 - 18:00
4		Forde, Jennifer	NO		11/30/2015	06:00 - 18:00
5	Burrows School of Arts	Marks, Monifa	YES	Illness	11/01/2015	06:00 - 18:00
6		Phillips, Candace	NO		11/23/2015	06:00 - 18:00
7		Parris, Jane	NO		11/23/2015	06:00 - 18:00
8	HJ Water World	Beresford, Laurise	NO		11/01/2015	06:00 - 18:00
9			NO		11/02/2015	06:00 - 18:00
10		Tappin, Malcom	NO		11/02/2015	18:00 - 06:00

*Absent details*

## Daily Operations Report

This shows the operations report.

1. Click on **Managers -> Alerts**
2. Click on the **Daily Operations Report** tab.

Logs Attendance **Daily Operations Report**

Date 12/07/2015 Area ...Select... Location ...Select... Search Stop Timer

Operator's Call Log Incident/Complaint Summary

*Opening the Daily Operations Report tab*

3. You all of the following to filter the entries to filter the reports:
  - a. Date
  - b. Shift

By default, the **Date** is set to the previous day.

4. After selecting the **Shift**, the report will be filled if any details are found:

Logs Attendance Daily Operations Report

Date 11/1/2015 DoW: Sunday Time: 15:42 Shift 06:00 - 18:00 Hours is shift: 12

#	Supervisor	Work Hours	Zone Coverage
1	Janitor, Delli	12	Georgetown

Late arrivals: 0 Calls for assistance: 0 On Duty: 6 Not dressed properly: 0  
Sick calls: 2 Sleeping: 0 Incidents: 0 Complaints: 0

Shift summary  
shift summary

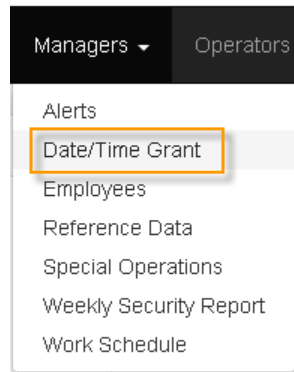
Shift briefing notes  
shift briefing notes

*Daily Operations report*

## Date/Time Grant

This page is used to give Operators access to change the Date and/or time fields on the following forms:

1. Daily Log
  2. Call In Absent
  3. Complaints
  4. Incidents
1. Click on **Managers -> Date/Time Grant**



*Accessing Date/time grant*

2. The following page is displayed:

#### DATE/TIME GRANT

Use the form below to grant modification of date/time in the Daily Log, Incident & Complaint Pages

**Date Start**

**Time Start**

**Date End**

**Time End**

**Comments**

#	Date Time From	Date Time To	Comments	Created On	Created By
1	11/08/2015 06:00	11/14/2015 18:00	sdjkdskd doidd s;l d;l;a d;l	11/23/2015 15:12:23	satesh
2	11/01/2015 00:00	11/07/2015 00:00	sf sdfsd sf	11/23/2015 15:09:35	satesh

*Date/Time grant page*

3. From here:
  - a. Enter the **Date Start**
  - b. Enter **Time Start**
  - c. Enter **Date End**
  - d. Enter **Time End**
  - e. Enter **Comments**
4. Click the **Save** button.
5. The record added will be displayed in a table:

#	Date Time From	Date Time To	Comments	Created On	Created By
1	11/08/2015 06:00	11/14/2015 18:00	sdjkdskd doidd s;l d;l;a d;l	11/23/2015 15:12:23	satesh
2	11/01/2015 00:00	11/07/2015 00:00	sf sdfsd sf	11/23/2015 15:09:35	satesh

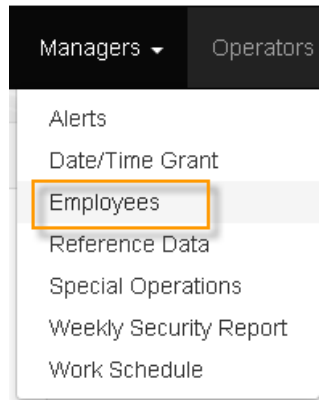
*Date/time grant view*

## Employees

### Add New

To add a new employee record, follow the below steps:

1. Click **Managers -> Employees**



*Accessing the Employees page*

2. On the page that is displayed, click on the **New Employee** button.

A screenshot of a web form titled 'Add a new employee below'. The form contains several input fields and dropdown menus. At the top left, the employee number '15120101' is displayed. The form fields are organized into two rows. The first row includes 'First Name' (text input), 'Last Name\*' (text input), 'Other/Call Name' (text input), and 'Date Hired\*' (calendar icon with '12/1/2015' selected). The second row includes 'Area assigned' (dropdown with '...Select...'), 'Location' (dropdown with '...Select...'), 'Department' (dropdown with '...Select...'), and 'Position' (dropdown with '...Select...'). Below these are three more fields: 'Shift Assigned' (dropdown with '...Select...'), 'Is Stand-By' (radio buttons for 'YES' and 'NO', with 'NO' selected), and 'Is Active' (radio buttons for 'YES' and 'NO', with 'YES' selected). At the bottom of the form, there are three buttons: 'Back to Search' (blue), 'Clear Form' (white with a trash icon), and 'Save' (blue). To the right of the 'Save' button is a 'Save & Next' button (blue).

*Employees form*

3. The Employee number is auto-generated.
4. Enter **First Name**. This can be left blank if the employee does not have a first name.
5. Enter **Last Name**.
6. Enter **Other Name**, if known.
7. Specify **Date Hired**.
8. Select **Area Assigned**.
9. Select **Location**.
10. Select **Department**.

11. Select **Position**.
12. Select **Shift** Assigned.
13. Check **YES** if employee is a Standby or **NO** if not.
14. Check **YES** if employee is active or **NO** if not.
15. Click **Save** or **Save & Next** to complete.

## Search

1. Click **Managers -> Employees**

### EMPLOYEE MANAGEMENT

Use the form below to manage employee records.

Search Parameters

<b>Name</b> <input type="text" value="either last or first name"/>	<b>Date Hired</b> <input type="text" value="mm/dd/yyyy"/>	<b>Department</b> <input type="text" value="...Select..."/>	<b>Is Stand-by</b> <input type="text" value="...Select..."/>	<b>Is Active</b> <input type="text" value="...Select..."/>
<b>Position</b> <input type="text" value="...Select..."/>	<b>Shift</b> <input type="text" value="...Select..."/>	<b>Area</b> <input type="text" value="...Select..."/>	<b>Location</b> <input type="text" value="...Select..."/>	

New Employee +

Search

Clear

*Employee search form*

1. You can use either one, all, a combination of, or none of the following parameters to search for incidents:
  - a. Name
  - b. Date Hired
  - c. Department
  - d. Is Standby
  - e. Is Active
  - f. Position
  - g. Shift
  - h. Area
  - i. Location
2. Click on the Search button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.

Search Parameters

<b>Name</b> either last or first name	<b>Date Hired</b> mm/dd/yyyy	<b>Department</b> ...Select...	<b>Is Stand-by</b> ...Select...	<b>Is Active</b> ...Select...
<b>Position</b> ...Select...	<b>Shift</b> ...Select...	<b>Area</b> ...Select...	<b>Location</b> ...Select...	

New Employee +

Search 🔍

Clear 🗑️

Employees found: 210

#	Number	Name	Date Hired	Location	Department	Position	Shift	Is Stand By	Is Active
1	15070801	Adams, Alicia	07/08/2015	National Trust of Guyana	Operations	Security Officer	18:00 - 06:00	NO	YES
2	15031601	Adams, Keron	03/16/2015	Department Of Culture Youth & Sports	Operations	Security Officer	18:00 - 06:00	NO	YES
3	15081701	Agard, Shamaine	08/17/2015	-	Administration	Admin Assistant 2	-	NO	YES
4	15060501	Ahram, Anita	06/05/2015	Lenora Track	Operations	Security Officer	06:00 - 18:00	NO	YES
5	15092101	Ali, Alicia	09/21/2015	-	Operations	Security Officer	06:00 - 18:00	YES	YES
6	00010101	Anderson, James	01/01/1900	Camp Madewini	Operations	Security Officer	18:00 - 06:00	NO	YES

Employee search results

## Modify

- Follow the steps outlined under **Search** above to find the record to modify.
- Once the record is found, click on the **Number** to open.

Employees found: 210

#	Number	Name	Date Hired	Location	Department	Position	Shift	Is Stand By	Is Active
1	15070801	Adams, Alicia	07/08/2015	National Trust of Guyana	Operations	Security Officer	18:00 - 06:00	NO	YES
2	15031601	Adams, Keron	03/16/2015	Department Of Culture Youth & Sports	Operations	Security Officer	18:00 - 06:00	NO	YES
3	15081701	Agard, Shamaine	08/17/2015	-	Administration	Admin Assistant 2	-	NO	YES
4	15060501	Ahram, Anita	06/05/2015	Lenora Track	Operations	Security Officer	06:00 - 18:00	NO	YES
5	15092101	Ali, Alicia	09/21/2015	-	Operations	Security Officer	06:00 - 18:00	YES	YES
6	00010101	Anderson, James	01/01/1900	Camp Madewini	Operations	Security Officer	18:00 - 06:00	NO	YES

Opening an employee record

- From the page displayed, make changes as need and then click on the **Save** or **Save & Next** button.
- To return to the search page, click on the **Back To Search** button.

## Reference Data

This is where you add data to be displayed in the drop down list boxes. These include Area, Department, Location, Position and Shift.

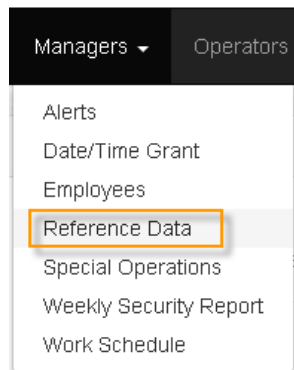
### REFERENCE DATA

Use the form below to manage reference data.

Area:  Is Active: ☒ YES ☐ NO Search

*Reference data page*

1. Click **Managers -> Reference Data**



*Accessing the reference data page*

## Area

### Add New

1. Click on the **Area** tab, if not already selected.

Area:  Is Active: ☒ YES ☐ NO Search

*Area tab*

2. Add a new entry by entering the **Area** and then clicking the **Save** button.

## Search

1. Click on the **Area** tab, if not already selected.
2. Enter the search text in the **Area** text box. To search for all records, leave the search text blank.



- Click on the Search button. The records will be displayed in a table:

Area:  Is Active: ☒ YES ☐ NO

Areas found: 5

#	Area	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	Berbice	YES	cidale	09/30/2015 13:52:05	satesh	11/21/2015 12:51:14
2	Highway	YES	cidale	09/30/2015 13:52:05		
3	W.C.D	YES	cidale	09/30/2015 13:52:05	satesh	11/21/2015 12:48:52
4	Georgetown	YES	cidale	09/30/2015 13:52:05		
5	E.C.D	NO	cidale	09/30/2015 13:52:05	satesh	11/21/2015 14:57:16

*Area search results*

### Modify

- Follow the steps outlined under **Search** above to find the record to modify.
- Once the record is found, click on the **Area** to open.

Areas found: 5

#	Area	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	Berbice	YES	cidale	09/30/2015 13:52:05	satesh	11/21/2015 12:51:14
2	Highway	YES	cidale	09/30/2015 13:52:05		
3	W.C.D	YES	cidale	09/30/2015 13:52:05	satesh	11/21/2015 12:48:52
4	Georgetown	YES	cidale	09/30/2015 13:52:05		
5	E.C.D	NO	cidale	09/30/2015 13:52:05	satesh	11/21/2015 14:57:16

*Opening an Area record*

- The fields will be populated

Area:  Is Active: ☒ YES ☐ NO

*Updating an Area record*

- Make changes as needed and click on the **Save** button to complete.
- NB: Checking **NO** under **Is Active** will prevent the record from being displayed in drop down list boxes.

## Department

### Add New

1. Click on the **Department** tab, if not already selected.

#### REFERENCE DATA

Use the form below to manage reference data.

[Area](#) **Department** [Location](#) [Position](#) [Shift](#)

Department:

Is Active:  
☒ YES ☐ NO

*Department tab*

2. Add a new entry by entering the **Department** and then clicking the **Save** button.

### Search

1. Click on the **Department** tab, if not already selected.
2. Enter the search text in the **Department** text box. To search for all records, leave the search text blank.
3. Click on the Search button. The records will be displayed in a table:

Department:

Is Active:  
☒ YES ☐ NO

Departments found: 5

#	Department	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	<a href="#">Administration</a>	YES	cidale	09/30/2015 13:52:05		
2	<a href="#">Operations</a>	YES	cidale	09/30/2015 13:52:05		
3	<a href="#">Compliance</a>	YES	cidale	10/23/2015 17:34:54		
4	<a href="#">Human Resource</a>	YES	cidale	10/23/2015 17:34:54		
5	<a href="#">CEO</a>	YES	cidale	10/23/2015 17:34:54		

*Department search results*

### Modify

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on the **Department** to open.

Departments found: 5

#	Department	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	<a href="#">Administration</a>	YES	cidale	09/30/2015 13:52:05		
2	<a href="#">Operations</a>	YES	cidale	09/30/2015 13:52:05		
3	<a href="#">Compliance</a>	YES	cidale	10/23/2015 17:34:54		
4	<a href="#">Human Resource</a>	YES	cidale	10/23/2015 17:34:54		
5	<a href="#">CEO</a>	YES	cidale	10/23/2015 17:34:54		

*Opening a Department record*

3. The fields will be populated

Department:

Compliance

Is Active:

☒ YES ☐ NOSearch Save *Updating a department record*

- Make changes as needed and click on the **Save** button to complete.
- NB: Checking **NO** under **Is Active** will prevent the record from being displayed in drop down list boxes.

## Location

### Add New



- Click on the **Department** tab, if not already selected.

### REFERENCE DATA

Use the form below to manage reference data.

<a href="#">Area</a>	<a href="#">Department</a>	<a href="#">Location</a>	<a href="#">Position</a>	<a href="#">Shift</a>
----------------------	----------------------------	--------------------------	--------------------------	-----------------------

Area:	Location:	Is Active:	Search 	Save 
<input type="text" value="...Select..."/>	<input type="text"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO		

*Location tab*

- Add a new entry by
  - Select the **Area**
  - Enter the **Location**
  - Clicking the **Save** button.

### Search

- Click on the **Location** tab, if not already selected.

2. Select the **Area** and/or enter the search text in the **Location** text box. To search for all records, leave the search text blank.
3. Click on the **Search** button. The records will be displayed in a table:

Area:  Location:  Is Active: ☒ YES ☐ NO

Locations found: 34

#	Area	Location	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	Georgetown	<a href="#">1763 Monument</a>	YES	cidale	11/21/2015 14:17:59		
2	Georgetown	<a href="#">1823 Monument</a>	YES	cidale	11/21/2015 14:17:59		
3	Georgetown	<a href="#">Acme Photo Studio</a>	YES	cidale	11/21/2015 14:17:59		
4	Georgetown	<a href="#">Andrew Lewis Gym</a>	YES	cidale	11/21/2015 14:17:59		
5	Georgetown	<a href="#">Burrows School of Arts</a>	YES	cidale	11/21/2015 14:17:59		
6	Georgetown	<a href="#">Care Care Auto Sales</a>	YES	cidale	11/21/2015 14:17:59		
7	Georgetown	<a href="#">Carifesta Sports Complex</a>	YES	cidale	11/21/2015 14:17:59		
8	Georgetown	<a href="#">Cliff Anderson Sports Hall</a>	YES	cidale	11/21/2015 14:17:59		
9	Georgetown	<a href="#">Colgrain Pool</a>	YES	cidale	11/21/2015 14:17:59		

Location search results

### Modify

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on the **Location** to open.

Locations found: 34

#	Area	Location	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	Georgetown	<a href="#">1763 Monument</a>	YES	cidale	11/21/2015 14:17:59		
2	Georgetown	<a href="#">1823 Monument</a>	YES	cidale	11/21/2015 14:17:59		
3	Georgetown	<a href="#">Acme Photo Studio</a>	YES	cidale	11/21/2015 14:17:59		
4	Georgetown	<a href="#">Andrew Lewis Gym</a>	YES	cidale	11/21/2015 14:17:59		
5	Georgetown	<a href="#">Burrows School of Arts</a>	YES	cidale	11/21/2015 14:17:59		
6	Georgetown	<a href="#">Care Care Auto Sales</a>	YES	cidale	11/21/2015 14:17:59		
7	Georgetown	<a href="#">Carifesta Sports Complex</a>	YES	cidale	11/21/2015 14:17:59		

Opening a Location record

3. The fields will be populated

Area:  Location:  Is Active: ☒ YES ☐ NO

Updating a Location record

4. Make changes as needed and click on the **Save** button to complete.

- NB: Checking **NO** under **Is Active** will prevent the record from being displayed in drop down list boxes.

## Position

### Add New

- Click on the **Position** tab, if not already selected.

#### REFERENCE DATA

Use the form below to manage reference data.

Area

Department

Location

Position

Shift

Position:

Is Active:

☒ YES
 ☐ NO

Search

Save

*Position tab*

- Add a new entry by entering the **Position** and then click on the **Save** button.

### Search

- Click on the **Position** tab, if not already selected.
- Enter the search text in the **Position** text box. To search for all records, leave the search text blank.
- Click on the **Search** button. The records will be displayed in a table:

Position:

Is Active:

☒ YES
 ☐ NO

Search

Save

Positions found: 18

#	Position	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	Security Officer	YES	cidale	09/30/2015 13:52:05	satesh	11/21/2015 15:33:44
2	Manager	YES	cidale	09/30/2015 13:52:05		
3	Operator	YES	cidale	09/30/2015 13:52:05		
4	Supervisor	YES	cidale	09/30/2015 15:19:16		
5	Clerk - Accounts	YES	cidale	10/23/2015 17:28:39		
6	Compliance Officer	YES	cidale	10/23/2015 17:28:39		
7	Managing Director	YES	cidale	10/23/2015 17:28:39		
8	Secretary	YES	cidale	10/23/2015 17:28:39		
9	Driver	YES	cidale	10/23/2015 17:28:39		
10	Watch Commander	YES	cidale	10/23/2015 17:28:39		
11	Coordination Manager	YES	cidale	10/23/2015 17:28:39		

*Position search results*

## Modify

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on the **Position** to open.

Positions found: 18

#	Position	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	<a href="#">Security Officer</a>	YES	cidale	09/30/2015 13:52:05	satesh	11/21/2015 15:33:44
2	<a href="#">Manager</a>	YES	cidale	09/30/2015 13:52:05		
3	<a href="#">Operator</a>	YES	cidale	09/30/2015 13:52:05		
4	<a href="#">Supervisor</a>	YES	cidale	09/30/2015 15:19:16		
5	<a href="#">Clerk - Accounts</a>	YES	cidale	10/23/2015 17:28:39		
6	<a href="#">Compliance Officer</a>	YES	cidale	10/23/2015 17:28:39		
7	<a href="#">Managing Director</a>	YES	cidale	10/23/2015 17:28:39		

*Opening a Position record*

3. The fields will be populated

Position:

Clerk - Accounts

Is Active:

☒ YES ☐ NO

Search

Save

*Updating a Position record*

4. Make changes as needed and click on the **Save** button to complete.
5. NB: Checking **NO** under **Is Active** will prevent the record from being displayed in drop down list boxes.

## Shift

### Add New

1. Click on the **Shift** tab, if not already selected.

#### REFERENCE DATA

Use the form below to manage reference data.

<a href="#">Area</a>	<a href="#">Department</a>	<a href="#">Location</a>	<a href="#">Position</a>	<b>Shift</b>
----------------------	----------------------------	--------------------------	--------------------------	--------------

Position:	From:	To:	Hours in Shift:	Is Active:
<input type="text" value="...Select..."/>	<input type="text" value="24 hrs format"/>	<input type="text" value="24 hrs format"/>	<input type="text"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO

  
*Shifts tab*

2. Add a new entry by
  - a. Select the **Position**
  - b. Enter the **From Time**
  - c. Enter the **To Time**
  - d. Enter the **Hours in Shift**

- e. Clicking the **Save** button.

### Search

1. Click on the **Shift** tab, if not already selected.
2. Select the **Position** and/or enter the search text in the **From or To** time text box. To search for all records, leave the search text blank.
3. Click on the **Search** button. The records will be displayed in a table:

Position: 
 From: 
 To: 
 Hours in Shift: 
 Is Active: ☒ YES ☐ NO

Shifts found: 11

#	Position	Shift	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	Accountant	06:00 - 14:00	YES	satesh	11/23/2015 10:14:18		
2	Operator	06:00 - 14:00	YES	cidale	09/30/2015 15:19:16		
3	Operator	14:00 - 22:00	YES	cidale	09/30/2015 15:19:16		
4	Operator	22:00 - 06:00	YES	cidale	09/30/2015 15:19:16	satesh	11/21/2015 16:32:21
5	Security Officer	06:00 - 18:00	YES	cidale	09/30/2015 15:19:16		
6	Security Officer	06:00 - 14:00	YES	satesh	11/21/2015 16:33:23	satesh	11/21/2015 16:33:33
7	Security Officer	18:00 - 06:00	YES	cidale	09/30/2015 15:19:16		
8	Security Officer	22:00 - 06:00	YES	cidale	10/20/2015 15:19:16		
9	Supervisor	06:00 - 18:00	YES	cidale	09/30/2015 15:19:16		
10	Supervisor	18:00 - 06:00	YES	cidale	09/30/2015 15:19:16		

*Shift search results*

### Modify

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on the **Shift** to open.

Shifts found: 11

#	Position	Shift	Is Active	Created By	Created On	Last Modified By	Last Modified On
1	Accountant	06:00 - 14:00	YES	satesh	11/23/2015 10:14:18		
2	Operator	06:00 - 14:00	YES	cidale	09/30/2015 15:19:16		
3	Operator	14:00 - 22:00	YES	cidale	09/30/2015 15:19:16		
4	Operator	22:00 - 06:00	YES	cidale	09/30/2015 15:19:16	satesh	11/21/2015 16:32:21
5	Security Officer	06:00 - 18:00	YES	cidale	09/30/2015 15:19:16		
6	Security Officer	06:00 - 14:00	YES	satesh	11/21/2015 16:33:23	satesh	11/21/2015 16:33:33
7	Security Officer	18:00 - 06:00	YES	cidale	09/30/2015 15:19:16		

*Opening a shift record*

3. The fields will be populated

Position:	From:	To:	Hours in Shift:	Is Active:
<input type="text" value="Operator"/>	<input type="text" value="22:00:00"/>	<input type="text" value="06:00:00"/>	<input type="text" value="8"/>	<input checked="" type="radio"/> YES <input type="radio"/> NO

*Updating a shift record*

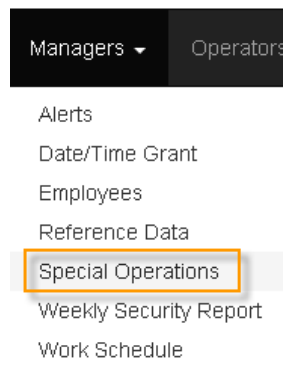
4. Make changes as needed and click on the **Save** button to complete.
5. NB: Checking **NO** under **Is Active** will prevent the record from being displayed in drop down list boxes.

## Special Operations

### Add New

To add a new special operation, follow the below steps:

1. Click **Managers -> Special Operations**



*Accessing the Special Operations page*

2. On the page that is displayed, click on the **New SO** button. The following page is displayed:

Add new special operations report below

[SO201512](#)

Date	Shift	Area assigned	Location
<input type="text" value="12/1/2015"/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>

Escort Service ☐ YES ☒ NO      Cash-in-transit In GT ☐ YES ☒ NO      Cash-in-transit Out GT ☐ YES ☒ NO

Extra Officers ☐ YES ☒ NO

Comments

*Special Operations form*



3. The report number is auto-generated.
4. Select the **Date**
5. Select **Shift**
6. Select **Area**
7. Select **Location**
8. Check the service that was done and enter the required value. These include:
  - a. Escort Service
  - b. Cast-in-transit in GT
  - c. Cast-in-transit out GT
  - d. Extra Officers

If YES is checked for any of these services, a text box will be displayed for you to enter the quantity.


9. Enter **Comments**.
10. Click **Save** or **Save & Next** to complete.

## Search

1. Click **Managers -> Special Operations**

### SPECIAL OPERATIONS LOG

Use the form below to manage special operations.

Search Parameters					
<b>Area</b>	<b>Location</b>	<b>Date</b> 	<b>Escort Service</b>	<b>Case in Transit</b>	<b>Extra Officers</b>
<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>	<input type="text" value="...Select..."/>

*Special Operations search form*

3. You can use either one, all, a combination of, or none of the following parameters to search for incidents:
  - a. Area
  - b. Location
  - c. Date
  - d. Escort Service
  - e. Cash in Transit
  - f. Extra Officers
4. Click on the Search button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.

Search Parameters

Area ...Select...	Location ...Select...	Date mm/dd/yyyy	Escort Service ...Select...	Case in Transit ...Select...	Extra Officers ...Select...
----------------------	--------------------------	--------------------	--------------------------------	---------------------------------	--------------------------------

New SO + Search Clear

Special Operations found: 11

#	Number	Date	Location	Escort Service	CIT in GT	CIT out GT	Extra Officers	Comments
1	<a href="#">SO201502</a>	11/12/2015		NO	YES	NO	NO	
2	<a href="#">SO201505</a>	11/09/2015		NO	NO	YES	YES - 2	
3	<a href="#">SO201506</a>	11/02/2015		YES	NO	NO	YES - 1	test
4	<a href="#">SO201508</a>	11/03/2015	D & I Lusignan	YES	YES	YES	YES - 54	ghj ghjgj gj777
5	<a href="#">SO201503</a>	10/16/2015	National Gymnasium	YES	YES	YES	YES - 12	jky ikh kjh kjh kjh kjh jk
6	<a href="#">SO201511</a>	11/19/2015	Acme Photo Studio	YES	NO	NO	NO	
7	<a href="#">SO201509</a>	11/18/2015	Acme Photo Studio	YES	YES	NO	NO	asdad
8	<a href="#">SO201510</a>	11/18/2015	Vrymans Erven Drop-In Centre	NO	NO	NO	NO	sdfdsf
9	<a href="#">SO201507</a>	10/17/2015	Smythfield Training Centre	YES	NO	YES	YES - 45	test comm comm
10	<a href="#">SO201504</a>	10/16/2015		NO	NO	NO	YES - 255	

Special Operations search results

## Modify

1. Follow the steps outlined under **Search** above to find the record to modify.
2. Once the record is found, click on the **Number** to open.

Special Operations found: 11

#	Number	Date	Location	Escort Service	CIT in GT	CIT out GT	Extra Officers	Comments
1	<a href="#">SO201502</a>	11/12/2015		NO	YES	NO	NO	
2	<a href="#">SO201505</a>	11/09/2015		NO	NO	YES	YES - 2	
3	<a href="#">SO201506</a>	11/02/2015		YES	NO	NO	YES - 1	test
4	<a href="#">SO201508</a>	11/03/2015	D & I Lusignan	YES	YES	YES	YES - 54	ghj ghjgj gj777
5	<a href="#">SO201503</a>	10/16/2015	National Gymnasium	YES	YES	YES	YES - 12	jky ikh kjh kjh kjh kjh jk
6	<a href="#">SO201511</a>	11/19/2015	Acme Photo Studio	YES	NO	NO	NO	
7	<a href="#">SO201509</a>	11/18/2015	Acme Photo Studio	YES	YES	NO	NO	asdad
8	<a href="#">SO201510</a>	11/18/2015	Vrymans Erven Drop-In Centre	NO	NO	NO	NO	sdfdsf
9	<a href="#">SO201507</a>	10/17/2015	Smythfield Training Centre	YES	NO	YES	YES - 45	test comm comm
10	<a href="#">SO201504</a>	10/16/2015		NO	NO	NO	YES - 255	
11	<a href="#">SO201501</a>	10/15/2015	Black Bush	YES	YES	YES	YES - 34	

Opening a special operation record

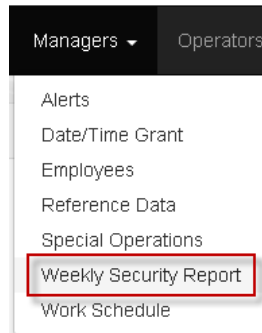
3. From the page displayed, make changes as need and then click on the **Save** or **Save & Next** button.
4. To return to the search page, click on the **Back To Search** button.

## Weekly Security Report

### Add New

To add a new weekly security report, follow the below steps:

1. On the toolbar click **Managers -> Weekly Security Report**



*Accessing the Weekly Security Report page*

2. On the page that is displayed, click on the **New Report** button.
3. The following page is displayed:

**WEEKLY SECURITY REPORT**  
Use the form below to manage weekly security reports.

A screenshot of the 'WEEKLY SECURITY REPORT' form. At the top, it says 'Add a new weekly security report below'. Below this is a link 'WSR201505'. The form contains three main input fields: 'Area' with a dropdown menu showing '...Select...', 'Week Start' with a calendar icon and a text box containing 'mm/dd/yyyy', and 'End' with a calendar icon and a text box containing 'mm/dd/yyyy'. To the right of these fields is a blue button labeled 'Back to Search' with a left-pointing arrow.

*Weekly security report form*

4. The report number is auto-generated.
5. You have to fill in the following for the form to be displayed:
  - a. Area
  - b. Week Start
  - c. End
6. Once the above fields are completed, the following form is displayed:

[WSR201505](#)

Area

Georgetown ▼

Week Start 

11/15/2015

End 

11/21/2015

Back to Search ◀

Add Next Shift +

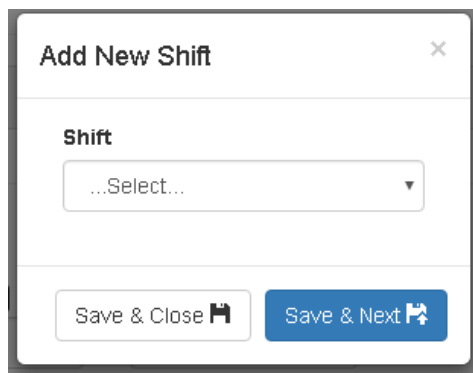
Comments

5000 characters max

Back to Search ◀

Clear Form Save Save & Next *Weekly security report form***7. Add Shifts:**

- a. Click on the **Add New Shift** button. The following window will be displayed:

A modal dialog box titled "Add New Shift" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Shift" containing a dropdown menu with the text "...Select..." and a downward arrow. At the bottom of the dialog, there are two buttons: "Save & Close" with a floppy disk icon and "Save & Next" with a floppy disk icon and a plus sign.*Add new shift*

- b. Select the Shift.
- c. Click **Save & Close** to save the record and close the pop-up or click **Save & Next** to save the current record and add a next one.
- d. When Save and Close is clicked, the added record will be displayed as follows:

[WSR201505](#)

Area

Georgetown

Week Start

11/15/2015

End

11/21/2015

[Back to Search](#)

Shift	CIT in GT	CIT out GT	Other	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Present	Absent	Inc. & Com.	Switches
06:00 - 18:00	-	-	-	48	48	48	48	48	48	48	336	-	-	-
	1	0	2	0	0	2	2	2	2	0	8	6	3	0
18:00 - 06:00	-	-	-	62	62	62	62	62	62	62	434	-	-	-
	0	0	0	0	0	0	0	0	0	0	0	0	0	0

[Add Next Shift](#)*Shift comparison*

- Clicking on the Numbers below the day of the week will show a popup with a comparison between the Operators and Supervisors. For example, clicking on the number under Thursday for the day shift shows:

Thursday (06:00 - 18:00) -- Comparison					
#	Location	Operator	Supervisor		
1	HJ Water World	Latchana.R, Persaud.K	Latchana.R, Persaud.K		
TOTAL		2	2		

[Close](#)*Comparison details*

- Modify the quantities if necessary.
- Enter Comments.
- Click **Save** or **Save & Next** to complete.

## Search


- On the toolbar click **Managers -> Weekly Security Report**


## WEEKLY SECURITY REPORT

Use the form below to manage weekly security reports.

Search Parameters

Number


Week Start 


End 

Area

...Select... ▼

New Report +

Search 


Clear 


*Weekly Security Report Search form*

- You can use either one, all, a combination of, or none of the following parameters to search for incidents:
  - Number
  - Week Start
  - Week End
  - Area
- Click on the Search button when completed and if any records are found, they will be displayed in a table. NB: If no parameters are entered and the search button is click, all records will return.

Search Parameters

Number


Week Start 


End 

Area

...Select... ▼

New Report +

Search 

Clear 

## Weekly Security Reports found: 5

#	Number	Area	Week	Shift Count	Comments
1	<a href="#">WSR201503</a>	Georgetown	11/01/2015 to 11/07/2015	3	Testing updating new shifts when it already have others previously saved. Updated
2	<a href="#">WSR201501</a>	Georgetown	11/01/2015 to 11/03/2015	3	Jyt luy u 87587696 986798 897 078 08 98 lygJhg i o809oyku lu 9
3	<a href="#">WSR201505</a>	Georgetown	11/15/2015 to 11/21/2015	2	
4	<a href="#">WSR201504</a>	Highway	11/01/2015 to 11/07/2015	2	sdf sdf sdf
5	<a href="#">WSR201502</a>	Georgetown	11/01/2015 to 11/04/2015	3	rf sdf sdfs fsdfssd s sdfsdf sdfs sdd

*Weekly security report search results***Modify**

- Follow the steps outlined under **Search** above to find the record to modify.
- Once the record is found, click on its **Number** to open.

Weekly Security Reports found: 5

#	Number	Area	Week	Shift Count	Comments
1	<a href="#">WSR201503</a>	Georgetown	11/01/2015 to 11/07/2015	3	Testing updating new shifts when it already have others previously saved. Updated
2	<a href="#">WSR201501</a>	Georgetown	11/01/2015 to 11/03/2015	3	jyt iuy u 87587696 986798 897 078 08 98 lygjhg i o809oyku iu 9
3	<a href="#">WSR201505</a>	Georgetown	11/15/2015 to 11/21/2015	2	
4	<a href="#">WSR201504</a>	Highway	11/01/2015 to 11/07/2015	2	sdf sdf sdf
5	<a href="#">WSR201502</a>	Georgetown	11/01/2015 to 11/04/2015	3	rf sdf sdfs fsdfssd s sdfsd sdfsd sdd

*Opening a weekly security report record*

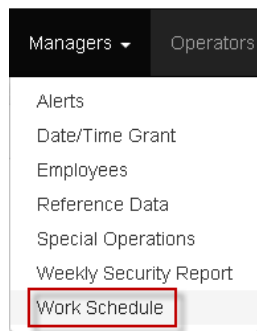
- From the window displayed, make changes as need and then click on the **Save** or **Save & Next** button.
- To return to the search page, click on the **Back To Search** button.

## Work Schedule

### Add New

To add a new work schedule, follow the below steps:

- On the toolbar click **Managers -> Work Schedule**

*Accessing the Work Schedule page*

- The following page is displayed:

#### WORK SCHEDULE

Use the form below to create work schedules.

☒ Create
 ☐ Modify/View

Parameters

Year:

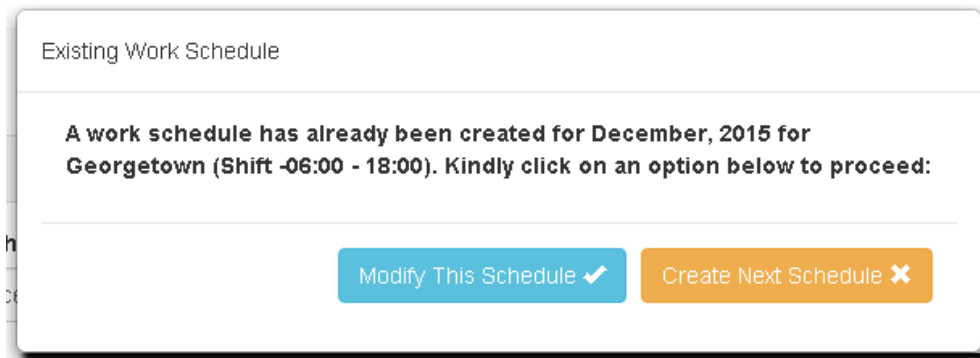
Month:

Area:

Shift:

*Work schedule form*

3. Select the **Year**. If the current month is November, the current year and next year will be displayed, other than that, only the current year is displayed.
4. Select the **Month**
5. Select the **Area**
6. Select the **Shift**
7. Click **Generate** button.
8. If the Work Schedule for the parameters selected exists, you will be presented with the following message:



*Work schedule exists message*

Click on the **Modify This Schedule** to modify the current schedule or click on **Create Next Schedule** to create a new schedule.

9. If the work schedule does not exist, the employees assigned to the selected Area and Shift who are active will be displayed:



Employees on schedule: 62

Save 

	#	Employee	Location	Day Off(s)		Stand By	Exclude
<input type="checkbox"/>	1	Babb, Carlton	1763 Monument	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	2	Kum, Mario	1763 Monument	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	3	Percival, Joseph	1823 Monument	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	4	Lemeh, Wilfred	Acme Photo Studio	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	5	Operct, George	Andrew Lewis Gym	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	6	Campbell, Andrew	Burrows School of Arts	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	7	Charles, Shamaine	Burrows School of Arts	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		

*Employees assigned to Area, Shift*

- The first column is a checkbox that is used to mark the completion level. This is to allow you to know where to continue from if the list is saved to be completed later.
- The second column is the **Employee**. Kindly see **Employee Transfer** section.
- Next is the **Location**. This is the default location the employee is assigned to. This can be changed to any location within the Area selected.
- Next is the **Day Off dates**. Here you can specify up to four (4) dates the employee will have as their day off.
- Next you can select the **Stand By** person to work in place for the employee while they are on day off.
- The last column is used to check the employee if they will be excluded from the schedule being created. That is, for example, if they are on leave and will not be working.
- Click on the **Save** button when completed.

## Modify

- On the toolbar click **Managers -> Work Schedule**
- Check the **Modify/View** radio button:

## WORK SCHEDULE

Use the form below to create work schedules.

☐ Create
 ☒ **Modify/View**

Parameters

Year: 
 Month: 
 Area: 
 Shift: 
 Clear

*Modify/View radio button*

- Fill in the parameters as required and click on the **Generate** button.
- If the schedule does not exist, the following message will be displayed:

**Info!** A schedule has not been created for the selected parameters

*Schedule not created message*

- If it does exist, the employees will be loaded.
  - Make changes as needed and click the **Save** button.
- NB:** Making a change that is before the current date will not be saved. For example, if you add a day off for an employee for December 1<sup>st</sup> and the current date is December 7<sup>th</sup>, that change will not be saved.

## Transfer Employee

- Follow the steps outlined under **Modify** above to find the schedule to modify.
- Click the Employee's name to open the Employee Transfer window:

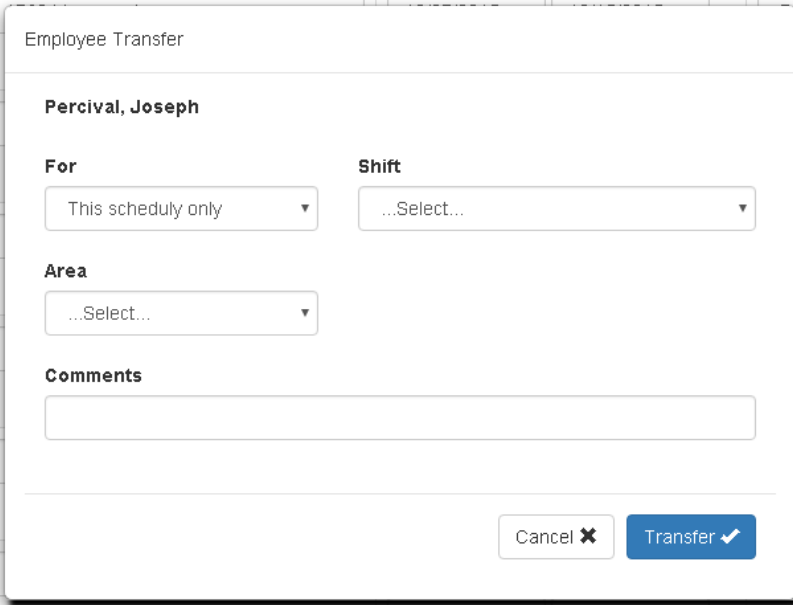
Employees on schedule: 62

Save

#	Employee	Location	Day Off(s)		Stand By	Exclude
<input type="checkbox"/>	1 Babb, Carlton	1763 Monument	12/07/2015	12/15/2015	Beveney, Lashanna	<input type="checkbox"/>
			12/21/2015	12/31/2015		
<input type="checkbox"/>	2 Kum, Mario	1763 Monument	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input checked="" type="checkbox"/>
			mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	3 <b>Percival, Joseph</b>	1823 Monument	12/08/2015	mm/dd/yyyy	...Select...	<input type="checkbox"/>
			mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	4 Lemeh, Wilfred	Acme Photo Studio	12/30/2015	mm/dd/yyyy	...Select...	<input type="checkbox"/>
			mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	5 Operct, George	Andrew Lewis Gym	12/16/2015	mm/dd/yyyy	...Select...	<input type="checkbox"/>
			mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	6 Campbell, Andrew	Burrows School of Arts	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
			mm/dd/yyyy	mm/dd/yyyy		

*Selecting an employee to be transferred*

3. The following screen is displayed:

The image shows a software window titled "Employee Transfer". At the top, the name "Percival, Joseph" is displayed. Below this, there are two dropdown menus: "For" with the selected option "This scheduly only" and "Shift" with the selected option "...Select...". Under these is another dropdown menu labeled "Area" with the selected option "...Select...". Below the dropdowns is a text input field labeled "Comments". At the bottom right of the window are two buttons: "Cancel" with a close icon (X) and "Transfer" with a checkmark icon.

*Employee Transfer window*

4. Select the **For**. This specifies if the employee is transferred for this schedule only or for all subsequent schedules.
5. Select the **Shift** if the employee is being transferred to a different Shift.
6. Select the **Area**. After the **Area**, you have to select the **Location**. Only select the **Area** and **Location** if the employee will be moved to another **Area/Location**.
7. Enter **Comments**.
8. Click the **Transfer** button.

### Schedule Unscheduled Employees

These are employees who have been created or activated after the Schedule would have been created. As such, they will not be listed on the schedule if not subsequently added.

1. Follow the steps outlined under **Modify** above to find the schedule to modify.
2. Once the list is loaded, any unscheduled employees will be displayed as a button:

Employees on schedule: 49

Unscheduled Employees: 1

Save 

	#	Employee	Location	Day Off(s)		Stand By	Exclude
<input type="checkbox"/>	1	Deane, Dawn	1763 Monument	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	2	Forde, Jenifer	1763 Monument	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	3	Westmaas, Osman	1823 Monument	mm/dd/yyyy	mm/dd/yyyy	...Select...	<input type="checkbox"/>
				mm/dd/yyyy	mm/dd/yyyy		
<input type="checkbox"/>	4	Trotman, Dale					<input type="checkbox"/>



*Unscheduled employee button*

- Click on the **Unscheduled Employees** button to view the employees.

Unscheduled Employees

Employee(s) not yet scheduled:

#	Select	Employee	Location
1	<input type="checkbox"/>	Employee, Next	I.S.S Office

Cancel  Append 

*Unscheduled employee view*

- Check the **Select** box.
- Select the **Location**.
- Click the **Append** button to save.

## Reports

### REPORTS

Use the form below to generate, export and print reports.

Parameters

Report:

Employee Absence Report

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Sub Param:

Clear

Generate

Today

This Week

This Month

This Quarter

This Year

Yesterday

Last Week

Last Month

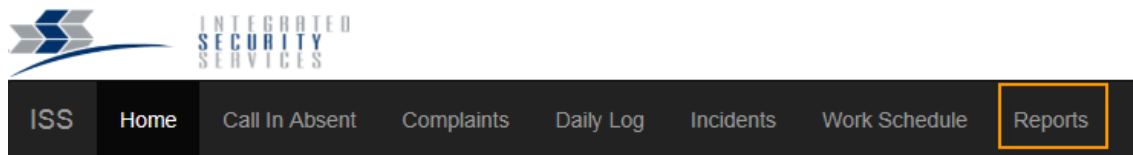
Last Quarter

Last Year

*Reports page*

To generate reports:

1. To access the page click on the **Repots** button on the toolbar.



*Accessing the Reports page*

2. The individual roles have access to different reports. These are:
  - a. Operator
    - i. Employee Absence Report
    - ii. Employee Attendance Record
  - b. Compliance Officer
    - i. Incident Report
    - ii. Complaint Report
  - c. Supervisor
    - i. Shift Supervisor Report
    - ii. Supervisor Shift Report

- d. Manager – has access to all of the reports outlined above as well as:
  - i. Daily Operations Report
  - ii. Manpower Allocation Report
  - iii. Payroll Processing Report
  - iv. Shortage Report – Daily
  - v. Shortage Report – Summary
  - vi. Weekly Security Report
- 3. To generate a report:
  - a. Select the **Report**
  - b. Specify the **start** and **end** dates. These are required and if not selected, the **Sub Param** list will not be populated. You can use the radio button option to auto-populate the date fields:

<input type="radio"/> Today	<input type="radio"/> This Week	<input checked="" type="radio"/> This Month	<input type="radio"/> This Quarter	<input type="radio"/> This Year
<input type="radio"/> Yesterday	<input type="radio"/> Last Week	<input type="radio"/> Last Month	<input type="radio"/> Last Quarter	<input type="radio"/> Last Year

*Date periods*

- c. Select the sub parameter. The sub parameter is only optionally when it contains ...Select... or is blank. Other than that, it contains:
  - i. Complaints Report – lists all complaints created between the dates selected.
  - ii. Employee Attendance Record – list of all employees
  - iii. Incident Report– lists all incidents created between the dates selected.
  - iv. Manpower allocation report – locations.
  - v. Shift Supervisor Report – lists all daily post assignments created between the dates selected.
  - vi. Supervisor Shift Report– lists all shift reports created between the dates selected.
  - vii. Weekly Security Report– lists all weekly security reports created between the dates selected.
  - viii. All other reports – a list of all the security shifts.
- d. Click the Generate button. The report will be displayed as below:

**EMPLOYEE ATTENDANCE RECORD**

Employee: Latchana, Romesh For the month of: November

I.D. #: \_\_\_\_\_ N.I.S. #: \_\_\_\_\_ T.I.N. #: \_\_\_\_\_

Date Hired: 10/21/2015 Department: Operations

Year: 2015 Date: 12/07/2015

Vacation Due: \_\_\_\_\_ Sick Leave Due: \_\_\_\_\_

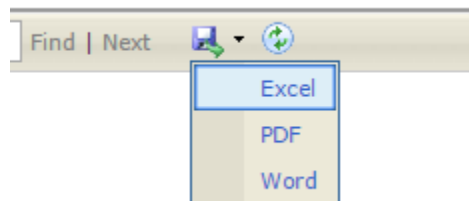
Date	Day	Present	Absent	Switch	Double	Day Off
1	Sun	Y				
2	Mon	Y			Y	
3	Tue		Y			
4	Wed	Y		Y		
5	Thu	Y				
6	Fri	Y				
7	Sat	Y				
8	Sun	Y				
9	Mon					
10	Tue					
11	Wed					
12	Thu					
13	Fri					
14	Sat					
15	Sun					
16	Mon		Y			
17	Tue		Y			
18	Wed	Y				
19	Thu	Y				
20	Fri	Y				
21	Sat	Y				
22	Sun	Y				Y
23	Mon	Y				

Report viewer

- To save the report click on the Export button and select a format.




Report export button



Report Export Formats

- To print, first export the report and then print. The best format to export reports that have either a Letter or Legal page size is PDF, other than that use EXCEL. This is because WORD cuts the header and footer of the reports.
- Example of a report exported to PDF:


**INTEGRATED  
SECURITY  
SERVICES**

### EMPLOYEE ATTENDANCE RECORD

---

Employee: Latchana, Romesh (15102102) For the month of: November

I.D. #: \_\_\_\_\_ N.I.S. #: \_\_\_\_\_ T.I.N. #: \_\_\_\_\_  
 Date Hired: 10/21/2015 Department: Operations  
 Year: 2015 Date: 12/11/2015  
 Vacation Due: \_\_\_\_\_ Sick Leave Due: \_\_\_\_\_

Date	Day	Present	Absent	Switch	Double	Day Off
1	Sun	Y				
2	Mon	Y			Y	
3	Tue		Y			
4	Wed	Y		Y		
5	Thu	Y				
6	Fri	Y				
7	Sat	Y				
8	Sun	Y				
9	Mon	Y				
10	Tue	Y				
11	Wed	Y				
12	Thu	Y				
13	Fri		Y			
14	Sat		Y			
15	Sun		Y			
16	Mon		Y			
17	Tue		Y			
18	Wed	Y				
19	Thu	Y				
20	Fri	Y				
21	Sat	Y				
22	Sun	Y				Y
23	Mon	Y				
24	Tue					Y
25	Wed		Y			
26	Thu		Y			
27	Fri		Y			
28	Sat		Y			
29	Sun		Y			
30	Mon		Y			

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Generated By: SATESH Page 1 of 1

*Example of the Employee Attendance report*