

Manage My Personnel

- Records of your personnel containing contact details, normal working location, preferred emergency management working regions and nominated positions.
- Allows selection of nominated roles for personnel.

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1. Introduction

Personnel boards in WebEOC consist of input screens and display views that contain information on personnel, photo ID cards, absences, competencies and qualifications.

The Manage My Personnel screen allows a manager to review details for personnel in their region and nominate emergency management role/s according to the person’s substantive responsibilities, knowledge, skills and experience. A manager is not responsible for entering personnel data on behalf of their personnel. Individuals have access to their own record and should regularly review their details.

This board contains confidential information and as such strict security should be maintained at all times. Do not share your login details with anyone.

If a manager becomes aware of an extended period of absence for a person they may record the period of absence on behalf of the person. This will remove the person from contact lists for emergency management activities for the selected period of time.

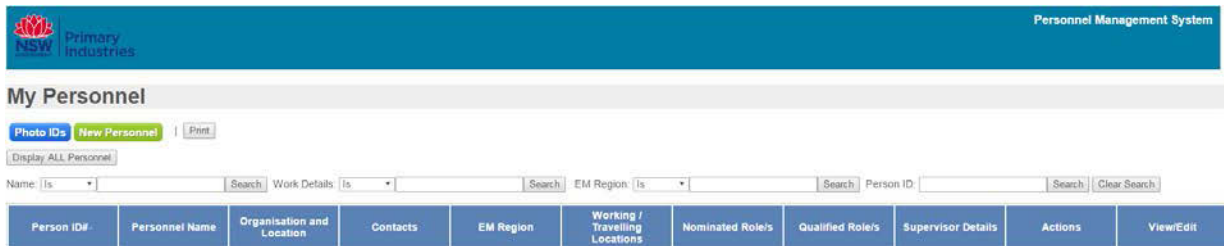
To assist in determining nominated roles for personnel refer to the [EMtrain trainee handbook](#) and [Emergency response roles and responsibilities](#).

2. Access

Refer to the [WebEOC Introductory User Guide](#) for information on access to and basic structure of WebEOC. The input screen and the options on the Main Menu vary with the user’s position.

3. Main Menu

Click on 'Manage My Personnel' on the Main Menu to access the Personnel display view.



4. Manage My Personnel Input Screen

Refer to the generic data input business rules for fields such as dates and text in the [WebEOC Introductory User Guide](#).



4.1. Reviewing personnel details

The 'My Personnel' display view provides a list of personnel within your emergency management region. The emergency management region is selected within the personnel record and allows personnel to be filtered and displayed for the appropriate emergency management manager.

Note: Not all personnel will have selected an emergency management region. As a manager becomes aware of these people they may use the 'Display All Personnel' button on the 'My Personnel' display view to search all WebEOC personnel records, set the emergency management region and nominate roles (in conjunction with the person concerned). Please ensure you only set nominated roles for personnel in your region.

If necessary it is possible to create new personnel. Avoid creating duplicate records by searching all existing records using the 'Display all Personnel' button and filtering available information, prior to creating a New Personnel record.

If after searching the 'All Personnel' display view a required personnel record is not found it is possible to create the record by clicking the 'New Personnel' button to create a new record. **Alternatively and preferably**, the person concerned should access WebEOC and create their own personnel record using the instructions in the [WebEOC Introductory User Guide](#).

The Manage My Personnel input screen has been divided into sections which can be minimised or expanded to enable better navigation and display of information. Each section can be expanded by clicking the plus symbol  and minimised by clicking the minus symbol .

4.1.1. Personnel Record

Field Name	Field Type	Expected / Available Response	Comment
Barcode	<i>Automated</i>	Barcode representation of the Personnel ID	
Personnel ID	<i>Automated</i>	Assigned after first save of record	The Personnel ID will be transferred to EMtrain to link a learner to their course completion
Title	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Select title from list
Full Name	Text	First name then family name with first letter capitals eg John Smith	This may include middle name or middle initial (optional). Note: Once saved this field is locked. The Full Name entered should match the WebEOC Username in order for the person to access their record in the future. This name will be displayed on the photo id card.
Preferred Name	Text	Enter preferred name	Optional
Gender	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Once selected this will apply a colour to entries in the Personnel display view, purple for Female and gold for Male
Unique Student ID (USI)	Text		The nationally required reference number made up of 10 numbers and letters that uniquely identifies learners
Date of Birth	Date	dd_mm_yyyy	Optional
Phone Contact (Primary)	<i>Automated</i>	Lists primary phone contact	This will be blank until details are added to other sections of the form
Email Contact (Primary)	<i>Automated</i>	Lists primary email contact	This will be blank until details are added to other sections of the form

Field Name	Field Type	Expected / Available Response	Comment
Most recent induction	<i>Automated</i>	Date	Date of completion for "Induction into DPI responses" is automatically transferred from EMtrain
Emergency Management Region	Drop Down List	Select appropriate EM Region from list	Grouping of personnel by physical region and some organisations
Supervisor Approval	<i>Subheading</i>		
Supervisor Approval	Drop Down List	Select appropriate option from list	If 'Denied' is selected the second drop down list becomes available for selection of reason.
Comment	Text		Provide comment where appropriate. Optional following selection of 'Approved'. Required following selection of 'Technical Specialist' or 'Denied'
Approved for Interstate Operation	Checkbox + Log box		Tick if person is suitable for interstate operation on behalf of DPI. The log box will automatically record changes to this checkbox.
Nominated Roles	<i>Subheading</i>		
Nominated Role 1	Drop Down List and Sub-list	Select a function, then select an IMT Role and then (if relevant) select a role that reports to the IMT Role. The function and IMT role selected will determine the support roles available. If the support role is selected the IMT role becomes irrelevant.	Select a nominated role for the person. This role will determine the EMtrain courses the person is required to complete. Once a person becomes qualified for this role it is possible to set a new role for this person to work toward to progress through the chain of command (where appropriate). Refer to Emergency response roles and responsibilities for the complete list of available roles.
Nominated Role 2	Drop Down List		As per Nominated Role 1. Selection of Nominated Role 2 is optional
Nominated Role 3	Drop Down List		As per Nominated Role 1. Selection of Nominated Role 3 is optional
Qualified Roles	<i>Subheading</i>		
Qualified Role 1	<i>Automated</i>		This will be blank until details are added to the evaluation section of the form
Qualified Role 2	<i>Automated</i>		This will be blank until details are added to the evaluation section of the form
Qualified Role 3	<i>Automated</i>		This will be blank until details are added to the evaluation section of the form
Inactive	Checkbox + Drop down list	Select reason for inactive status from list	Only tick if the person will not be available for emergency management activities. After ticking box, drop down list becomes available. After saving, the person will no longer be available in the Manage My Personnel view or for the Roster

4.1.2. Work Details

Work Details -

Employee Details

Normal Position

Normal Employee ID

Supplier / Organisation

Normal Work Site

Work Phone (primary phone number)

Mobile Phone (primary phone number)

Work Email (primary email address)

Work Fax

Physical Address

_Unit_Type Unit# Street# Street Name _Street_Type

Suburb _State_Type Post Code Australia

State Other

Postal Address

(same as physical address)


_Unit_Type Unit# Street# Street Name _Street_Type

Suburb _State_Type Post Code Australia

State Other


Substantive Supervisor

Field Name	Field Type	Expected / Available Response	Comment
Normal Position	Text	Normal position/role title e.g. Emergency Management Officer	
Normal Employee ID	Text	Normal employee ID number e.g. 90000365	
Supplier / Organisation	Text	Supplier/Organisation name e.g. Department of Primary Industries or Local Land Services	Enter full supplier/organisation name, NOT abbreviation. For Local Land Services do not include region.
Normal Work Site	Text	Normal office location	Avoid using abbreviations of site names where possible.
Work Phone	Text + Checkbox	xx xxxx xxxx	Use checkbox to indicate if this is the primary contact number
Mobile Phone	Text + Checkbox	xxxx xxx xxx	Use checkbox to indicate if this is the primary contact number
Work Email	Text + Checkbox		Use checkbox to indicate if this is the primary contact email
Work Fax	Text	xxxx xxx xxx	
Physical Address	Sub Heading		
_Unit_Type	Drop down list	Select appropriate unit type (if applicable) from the list	Choose an applicable unit type for work physical address, or leave at default value (Unit Type) if not applicable
Unit #	Text	Enter unit number (if applicable)	Leave blank if not applicable
Street #	Text	Enter street number (if applicable)	Leave blank if not applicable
Street Name	Text	Enter street name	
_Street_Type	Drop down list	Select appropriate street type from the list	Choose applicable street type
Suburb	Text	Enter suburb name	

Field Name	Field Type	Expected / Available Response	Comment
_State_Type	Drop down list	Select appropriate state from list	Use 'Other' for international personnel
Post Code	Text	Enter postcode	
Country / Australia	Text	Australia is default	Type over if Country is other than Australia
Validate	Button	Click to validate address	Validation will be used in future enhancements to geographically place all personnel in relation to a response or activity.
State Other	Text	Enter State if outside Australia	Only applicable if 'Other' has been selected for State Type.
Postal Address	Multiple fields	Details for postal address	Refer to physical address information.
Same as physical address	Checkbox	Tick if applicable	Tick if applicable, if checked, other fields will automatically populate to match Physical Address details.
Substantive Supervisor	Sub Heading, expandable		Expand section using plus symbol  .
Supervisor Name	Text	Name of normal work supervisor	Required in cases of workplace incidents eg accidents
Supervisor Position	Text	Position of normal work supervisor	
Supervisor Email	Text	Email address for normal work supervisor	
Supervisor Phone	Text	xxxx xxx xxx	Preferred contact number for normal work supervisor

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4.1.3. Licenses and Authorisations

Licences and Authorisations 

Driver's Licence

Drivers' Licence Number

Class

Expiry

Issuing Authority

Add Other Licences ...

Other License #1

License Type

Number / ID

Expiry

Comment

Authorisation

Professional Identification Type

Professional Identification ID Number

Professional Identification Expiry Date

First Aid Certification

Issue Date

Expiry

Field Name	Field Type	Expected / Available Response	Comment
Driver's licence	Sub Heading		
Drivers' Licence Number	Text	Enter driver's license number	
Class	Text	Enter class of licence e.g. C, LR, HR, HC, etc.	
Expiry	Date	Use calendar button to select license expiry date, or enter date in the format dd_mm_yyyy	
Issuing Authority	Text	Enter name of issuing authority	State or Authority issuing the License
Add Other Licences	Sub Heading		Additional records may be added using 'Add Next' button
License Type	Text	Enter the type of license held	Use sufficient detail to avoid confusion if there are multiple licenses with similar names
Number / ID	Text	Enter license number/ID	
Expiry	Date	Use calendar button to select license expiry date, or enter date in the format dd_mm_yyyy	Leave blank if license has no expiry
Comment	Text	Any other relevant details about the license	Include Issuing Authority
Add next, hide all, show all			If there is more than one licence add additional using the 'Add Next' button
Authorisation	Sub Heading		
Professional Identification Type	Text	Enter professional identification type e.g. Civil Aviation Authorisation, Australian Veterinary Association registration	Enter issuing authority's name as part of Identification Type. If there are more than one authorisation add additional to 'Add Other Licences...' – see above
Professional Identification ID Number	Text	Enter professional identification ID number	
Professional Identification Expiry Date	Date	Use calendar button to select ID expiry date, or enter date in the format dd_mm_yyyy	Leave blank if ID has no expiry date
First Aid Certification	Sub Heading		
Issue Date	Date	Use calendar button or enter date in the format dd_mm_yyyy	Date of issue. A green first aid cross will appear on the person's photo id card (when qualifications are current)
Expiry	Date	Use calendar button or enter date in the format dd_mm_yyyy	Date of expiry on the first aid certificate or if unknown add 3 years to issue date

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4.1.4. Next of Kin / Emergency Contact

Field Name	Field Type	Expected / Available Response	Comment
Contact 01	Sub Heading		
Full Name	Text	First name then family name	WebEOC Introductory user guide – generic data input business rules
Address	Text	Enter full physical address	Full physical street address not postal address. Include state and country (if other than Australia).
Phone	Text	xx xxxx xxxx	Include country code if person is international
Mobile	Text	xxxx xxx xxx	
Relationship	Text	'_Not_Assigned' is the default value that indicates this field has not been completed. Select relationship from list.	
Primary Contact / NOK	Checkbox	Tick if applicable	Tick if this is the Primary Contact in the event of an emergency. Only one may be tagged as the Primary Contact
Contact 02	Multiple fields	Details for second next of kin contact	Refer to Contact 1 information.

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4.1.5. Evaluation

Use of the Evaluation component is limited to the Emergency Management Unit (EM Unit) and Emergency Management Region Managers.

Field Name	Field Type	Expected / Available Response	Comment
Qualified Role 1	Drop down list and Sub-lists	Select from full list of available roles	Qualified role will be used in the Roster – Available Personnel board. Qualified according to EM course matrix and Equivalents to previous EM training . Care should be taken to ensure the person meets all requirements of a selected role if assigning the qualified role/s.
Qualified Role 2	Drop down list and Sub-lists	Select from full list of available roles	Complete if a second role is required – refer to Qualified Role 1
Qualified Role 3	Drop down lists and Sub-list	Select from full list of available roles	Complete if a third role is required – refer to Qualified Role 1
Other Comments	Text box		Provide details regarding manual evaluation of person for qualified role.
Evaluation Log	Button and Log Box		Evaluation for roles must be performed by Region Managers or the EM Unit. All changes to Nominated and Qualified roles are recorded to the evaluation log..

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5. My Personnel Display Views

Display views capture current data but **do NOT save it**. If a list is required at particular time and date, use the 'print' button to print to pdf and save the file with display view name, date and time.

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5.1. My Personnel

- The Home display view
- List of personnel details for your region.
- Use the filters – name, work details, EM region, person ID – to sort and find records in both the 'My Personnel' and 'Personnel – All Records' display views.
- Use the 'Display ALL Personnel' button to see all personnel records available.

View/Edit

- Use the 'Edit' button to update personnel records (including setting Nominated Role/s).
- Use the 'Absence' button to register periods of absence from emergency management activities on behalf of a person.

Actions

- Use the [Attachments](#) button to add attachments to the personnel record on behalf of a person, including a photo for creation of emergency management Photo ID.
- Use the 'Competencies' button to view confirmed competencies for the person.
- Use the 'Qualifications' button to view confirmed qualifications for the person.

6. Personnel Attachments

Attachments may be added to the personnel record, including a photo for creation of emergency management Photo ID. Attachments should be managed by the person; however in rare cases it may be necessary to add a record on behalf of your personnel.

6.1. Adding attachments

On the personnel record display view click 'Attachments' this launches the User Attachment Log.

From the User Attachment Log you can add standard attachments using the 'Add Record' button. Standard attachments may include copies of certificates, qualifications, licences and units of competency statement of attainment. A photo is required to be uploaded for use in creation of an emergency management Photo ID (refer to [Upload photo](#) instruction below).

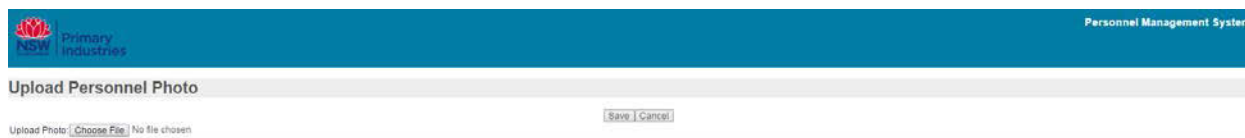
Field Name	Field Type	Expected / Available Response	Comment
Personnel Name	Auto Text	Automatically displays person name.	
Attachment	Button	Click button to select required file for upload.	
Attachment Details	Text	Specific detail for the attachment including: Type of file, title, date, etc.	If file name does not fully identify the file type and purpose enter other details here.

Click 'Save' to return to the User Attachment Log.

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6.2. Upload photo

A photo is added to the Personnel Record through use of the 'Upload Photo' button. The Photo is used to create a Photo ID for emergency management activities. The uploaded image should be passport style and display a front on representation of the person.



Click 'Choose File' to locate the required photo.

Once selected the file name will display beside the Choose File button.

Click 'Save'. When you return to the User Attachment Log the selected image will be displayed.



Click 'Return' to return to the Personnel Record display view.

Repeat the process to replace the photo.

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7. Absences

Registering periods of absence from emergency management activities ensures personnel will be considered for roles during periods of time they are available and not be contacted when they are not available.

Periods of absence from emergency management activities may not necessarily be the same as leave periods from work, they may include periods of time that they are required to travel within their substantive role and would therefore be unavailable to fill an emergency role.

When entering periods of absence it is possible to select either:

- Unavailable – not available to attend emergency activities, or
- Available on Request – may be available to attend emergency activities if required.

If 'Available on Request' is selected the person may be contacted by someone attempting to fill roles in the roster.

To record or edit absences click 'Absence' on the Personnel Record display view for the person concerned. This will launch the Absence Summary. Personnel should be encouraged to maintain their absences to assist in informing managers of availability for busy periods, emergency responses, etc.

Absence Summary

[New Absence](#) | [Return to Personnel](#) | [Print](#) | [Print To PDF](#) | [Cancel](#) | [Show Expired Records](#)

Personnel ID #

Personnel Name

Unavailable From | Unavailable To | Available On Request | Recurrence | Actions

7.1. Recording Absence

Click 'New Absence'.

Field Name	Field Type	Expected / Available Response	Comment
Available on Request	Check box		If checked, the person may be contacted to participate in emergency management activities, after 'available' personnel have been contacted.
Unavailable From	Date	Select from calendar view or enter as dd/mm/yyyy the date absence starts	Mandatory
Unavailable To	Date	Select from calendar view or enter as dd/mm/yyyy the date absence ends	Mandatory
Recurrence	Section heading		
Daily	Radio Button		Every day between the dates will be recorded as an absence.
Week Days	Radio Button		All weekdays between the selected dates will be recorded as an absence.
Weekend	Radio Button		Every Saturday and Sunday between the selected dates will be recorded as an absence.
Weekly	Radio Button		You will be required to select days of the week for which this absence will apply. If you select Wednesday then every Wednesday between the selected dates will be recorded as absences.
No Recurrence	Radio Button		If selected, any previous selection of days will be removed and the absence will apply to days between the selected dates.
Days	Checkboxes		Using the recurrence radio buttons will change the selection of days. For weekly uncheck all days for which the absence will not apply.

Click 'Save' to return to the Absence Summary or 'Save and Add New Entry' to enter more periods of absence.

Periods of absence from the current month forward are displayed in the calendar that will appear below the Absence Summary. Red calendar highlights indicate days recorded as absences. Orange calendar highlights indicate days recorded as 'Available on Request'. Where Absence and Available on Request periods overlap, Available on Request will be displayed.

Absence Summary

Personnel ID #: 122
Personnel Name: Jane Green

Start/End Date	Available On Request	Recurrence	Actions
12/09/2016 - 23/09/2016	Yes	Daily	[Edit] [Delete]

September 2016

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

Each absence period can be edited by clicking on the 'Edit' button or deleted by clicking 'Delete'. Confirmation of the deleting function will be requested.

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8. Contacts

Unlocking accounts – contact the designated administrator (eg Logistics Officer or support person in a response) or Emergency Management Unit (outside a response) contact emergency.preparedness@dpi.nsw.gov.au.

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User Guide Information

Authorised by Manager Emergency Operations **Authorised date** 21 Nov 2016

Revision History

Version	Date	Section	Details
1	17 Nov 2016	All	For approval