



Personnel Management

- Records of Personnel containing contact details, normal working location, preferred emergency management working regions, nominated and qualified roles.
- Records notification of personnel absences from emergency activity.
- Enables production of emergency management Photo IDs

1. Introduction	1
2. Access	2
3. Main Menu	2
4. Personnel Input Screen	2
4.1. New personnel	2
4.1.1. Personnel Record.....	3
4.1.2. Work Details	4
4.1.3. Home Details.....	6
4.1.4. Licenses and Authorisations	7
4.1.5. Medical History	8
4.1.6. Next of Kin / Emergency Contact.....	10
4.1.7. Incidents (including near miss, injury/illness, accidents and damage/hazard)	11
4.1.8. Preferences	12
4.1.9. Evaluation.....	14
4.1.10. Update History.....	15
5. Personnel - Qualifications	15
5.1. Adding qualifications for personnel	15
6. Personnel - Competencies	15
6.1. Adding competencies for personnel.....	15
7. Personnel Attachments	16
7.1. Adding attachments	16
7.2. Upload photo	17
8. Photo ID	18
8.1. Creating Photo ID.....	18
8.2. Print Photo ID.....	19
8.3. List all Photo IDs for all Personnel	19
9. Absences	19
9.1. Recording Absence	20
10. Personnel Display Views.....	21
10.1. Personnel	21
10.2. Photo IDs.....	22
10.3. Personnel and Competencies	22
10.4. Personnel and Qualifications	22
11. Competencies	22
11.1. Add New Competencies.....	23
11.2. Competency Attachments	23
12. Qualifications.....	24
12.1. Add New Qualifications	24
13. Contacts	25

1. Introduction

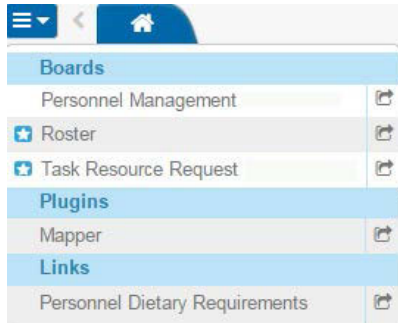
Personnel boards in WebEOC consist of input screens and display views that contain information on Personnel, Competencies and Qualifications.

2. Access

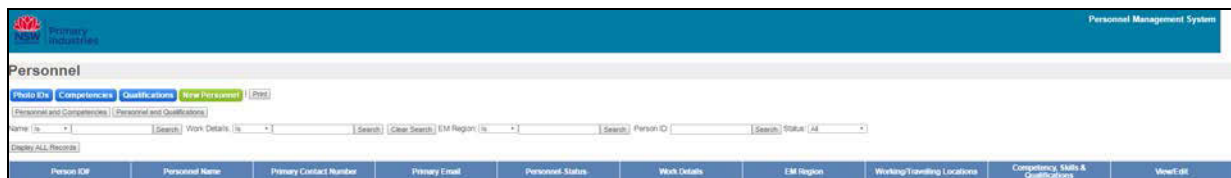
Refer to the [WebEOC Introductory User Guide](#) for information on access to and basic structure of WebEOC. The input screen and the options on the Main Menu vary with the user's position.

3. Main Menu

Click Personnel Management on the Main Menu to access the Personnel display view.



All other Personnel related display views are accessible from this view.



[Table of contents](#)

4. 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. New personnel

Avoid creating duplicate records by searching existing records using the filters and available information, prior to creating New Personnel.

Click on the 'New Personnel' button to create a new record.

The 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.

To print the personnel record expand all relevant sections of the form and then click 'Print'. The resulting document will display the information as seen on screen at the time of clicking print.

A screenshot of the 'New Personnel' input screen. The header shows the NSW Primary Industries logo and the title 'Personnel Management System'. Below the header, there are buttons for 'Save', 'Cancel', 'Print', and 'Print to PDF'. The main area contains several expandable sections: 'Personnel Record', 'Work Details', 'Home Details', 'Licences and Authorisations', 'Medical History', 'Next of Kin / Emergency Contact', 'Incidents (including near miss, injury/illness, accidents and hazardous damage)', 'Preferences', 'Evaluation', and 'Update History'. Each section has a plus sign to its right. At the bottom, there are buttons for 'Save' and 'Cancel'.

4.1.1. Personnel Record

The screenshot shows a 'Personnel Record' form with the following fields and values:

- Title:
- Full Name:
- Preferred Name:
- Gender:
- Unique Student ID (USI):
- Date of Birth:
- Approved Roles:
 - Nominated Roles:
 - Nominated Role 1: n/a
 - Nominated Role 2: n/a
 - Nominated Role 3: n/a
 - Qualified Roles:
 - Qualified Role 1: n/a
 - Qualified Role 2: n/a
 - Qualified Role 3: n/a
- Most Recent Induction:
- Status:
- Inactive:
- Emergency Management Coordinator / Region:

Field Name	Field Type	Expected / Available Response	Comment
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. This field is required to match the Username the person will use to log in to WebEOC in order for the person to have rights to edit their own details and prevent duplication of data. Note: Once saved this field is locked.
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
Approved Roles	Sub heading		
Nominated Role 1	<i>Automated</i>		This will be blank until details are added to other sections of the form
Nominated Role 2	<i>Automated</i>		As per role 1
Nominated Role 3	<i>Automated</i>		As per role 1
Qualified Role 1	<i>Automated</i>		This will be blank until details are added to other sections of the form

Field Name	Field Type	Expected / Available Response	Comment
Qualified Role 2	<i>Automated</i>		As per role 1
Qualified Role 3	<i>Automated</i>		As per role 1
Most Recent Induction	<i>Automated</i>	Date induction last completed	Populated from EMtrain
Status	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Set the Status to Available unless the person is no longer available for emergency activities. Selecting 'not available' means personnel are no longer visible in the system.
Inactive	Checkbox + Drop down list	Select reason for inactive status from list	Leave blank if personnel is available. After ticking box, drop down list becomes available. Ticking 'inactive' means personnel records will be visible, highlighted red and personnel should not rostered.
Emergency Management Coordinator/Region	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Select the Emergency Management Region which applies for the individual.

[Table of contents](#)

4.1.2. Work Details

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	

Field Name	Field Type	Expected / Available Response	Comment
Supplier / Organisation	Text	Supplier/Organisation name e.g. Department of Primary Industries	Enter full supplier/organisation name, NOT abbreviation
Normal Work Site	Text	Normal office location	Avoid using abbreviations of site names where possible.
Work Phone	Text + Checkbox	xxxx xxx xxx	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	
_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

[Table of contents](#)

4.1.3. Home Details

Field Name	Field Type	Expected / Available Response	Comment
Home Phone	Text + Checkbox	xxxx xxx xxx	Use checkbox to indicate if this the primary contact number
Personal Mobile Phone	Text	xxxx xxx xxx	Use checkbox to indicate if this is the primary contact number
Personal Email	Text		Use checkbox to indicate if this is the primary contact email
Physical Address	Sub Heading		
_Unit_Type	Drop down list	Select appropriate unit type (if applicable) from the list	Choose an applicable unit type for home 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	
_State_Type	Drop down list	Select appropriate state from list	Use 'Other' for international personnel
Post Code	Text	Enter postcode	
Australia	Text	Australia is default	Type over if Country is other than Australia
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

[Table of contents](#)

4.1.4. Licenses and Authorisations

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 the '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
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 add additional to 'Add Other Licences...' – see above

Field Name	Field Type	Expected / Available Response	Comment
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
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

[Table of contents](#)

4.1.5. Medical History

Medical condition information is to ensure personnel are placed in an appropriate role. Completing this section is optional.

Medical History

Known Medical Conditions

Details of known condition

(Strict privacy is maintained for all details provided regarding known Medical Conditions)

Provide Details

Current Medications

(Strict privacy is maintained for all details provided regarding known Medical Conditions)

Location of available Medications

(Strict privacy is maintained for all details provided)

Allergies

Known Allergic Condition(s)

Field Name	Field Type	Expected / Available Response	Comment
Known Medical Conditions	Sub Heading		
Details of known condition	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Choosing 'Yes' enables subsequent fields If 'No' is selected, move to Allergies below

Field Name	Field Type	Expected / Available Response	Comment
Provide Details	Text	Further details relating to medical condition/s	Not Mandatory
Current Medications	Text	List current medication used to treat medical condition/s	Not Mandatory
Location of available medication	Text	Describe location of available medication	Describe where a third person will locate medication for person to administer themselves
Allergies	Sub Heading		
Known Allergic Conditions	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Choosing 'Yes' enables subsequent fields If 'No' is selected, move to Work Restrictions below
Allergy Details	Text	Further details relating to allergy	Provide detail of Allergy including allergen and result / reaction
Allergy Treatment(s) Available	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Choosing 'Yes' enables subsequent text field. Note: Food allergies are in a separate section below
Allergy Treatment Details	Text	Further details relating to allergy treatment	List available allergy treatments and if the person carries them and their location
Work Restrictions	Sub Heading		
List Work Restrictions	Text	If work restrictions apply provide details	If work restrictions are temporary, include dates to indicate period they apply
Special Dietary Requirements	Sub Heading		
Consumes a Special Diet	Drop down list + Checkboxes	'_Not_Assigned' is the default value that indicates this field has not been completed	Choosing 'Yes' in the drop down list enables the checkboxes
Has Food Allergies	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Choosing 'Yes' enables subsequent fields If 'No' is selected, move to Other Dietary Information below
Provide Details	Text	Provide detail of food allergy	Provide detail of Allergy including allergen and result / reaction. Also indicate whether any treatment is carried by the person and its location
Other Dietary Requirements	Drop down list + Text	'_Not_Assigned' is the default value that indicates this field has not been completed	Choosing 'Yes' enables the text field. Food preferences etc may be listed here
Immunisations	Sub Heading		
Influenza	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first of the month.
Tetanus	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.

Field Name	Field Type	Expected / Available Response	Comment
Q Fever	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.
Hepatitis A	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.
Hepatitis B	Checkbox + Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	Ticking the checkbox will activate the Date field. If specific date of immunisation is not known enter the default date of the first (1) of the month.
Add Other Immunisations	Sub Heading		Additional records may be added using the Add Next button
Immunisation	Text	Type of Immunisation	
Date of Immunisation	Date	Use calendar button to select immunisation date, or enter date in the format dd_mm_yyyy	If exact date is not known enter a default date of the first (1) of the month immunisation received
Expiry Date	Date	Use calendar button to select immunisation expiry date, or enter date in the format dd_mm_yyyy	Leave blank if the immunisation does not expire or expiry is unknown

[Table of contents](#)

4.1.6. Next of Kin / Emergency Contact

The screenshot displays a web form titled "Next of Kin / Emergency Contact". It contains two identical sections for "Contact 01" and "Contact 02". Each section includes the following fields:

- Full Name: A text input field.
- Address: A text input field.
- Phone: A text input field.
- Mobile: A text input field.
- Relationship: A text input field.
- Primary Contact / NOK: A checkbox with the label "(check if this is the primary 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	xxxx xxx xxx	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.

4.1.7. Incidents (including near miss, injury/illness, accidents and damage/hazard)

Field Name	Field Type	Expected / Available Response	Comment
Incident Report	Text + Log Box	Enter details of incident	Enter details of Incidents in the text field and click the Add Report button

[Table of contents](#)

4.1.8. Preferences

The screenshot shows a 'Preferences' window with three main sections:

- Working / Travelling Locations:** Contains five dropdown menus, each with 'No' selected: 'Local - Only', 'Local - Preferred', 'State-Wide', 'Inter-State (Expression of Interest Only)', and 'Other'. Below these is a text box labeled 'Other'.
- Preference Comments:** A text box for additional comments.
- Section:** Contains six dropdown menus, each with 'No' selected: 'Control', 'Finance and Administration', 'Logistics', 'Operations', 'Planning', and 'Public Information'. Below these is a text box labeled 'Other'.
- Role:** Contains three dropdown menus, each with 'No' selected: 'Operating Level', '(State Coordination Centre)', '(Local/Regional Control Centre)', and '(Forward Command Post)'. Below these are three rows for 'Nominated Role 1', 'Nominated Role 2', and 'Nominated Role 3', each with a dropdown menu and two small selection buttons.

Field Name	Field Type	Expected / Available Response	Comment
Working / Traveling Locations	Sub Heading		
Local - Only	Drop down list	No Yes	If selecting Local – Only leave all other location options set to default of No
Local - Preferred	Drop down list	No Yes	
State-Wide	Drop down list	No Yes	
Inter-State (Expression of Interest Only)	Drop down list	No Yes	State-wide must be selected in conjunction with this field. This is an Expression of Interest only.
Other	Drop down list	No Yes	If Yes enter detail in Other text box
Other	Text	Detail of preferred location	Describe preferred location for emergency management activity participation
Preference Comments	Text	Provide any additional comments	

Field Name	Field Type	Expected / Available Response	Comment
Section	Sub Heading		
Control	Drop down list	No Yes	Indicate which section/s is preferred
Finance and Administration	Drop down list	No Yes	Indicate which section/s is preferred
Logistics	Drop down list	No Yes	Indicate which section/s is preferred
Operations	Drop down list	No Yes	Indicate which section/s is preferred
Planning	Drop down list	No Yes	Indicate which section/s is preferred
Public Information	Drop down list	No Yes	Indicate which section/s is preferred
Other	Drop down list + Text	No Yes	If Yes record detail e.g. Safety, Intelligence
Operating Level	Sub Heading		
State Coordination Centre	List	No Yes	Indicate preference for operating level
Local/Regional Control Centre	List	No Yes	Indicate preference for operating level
Forward Command Post	List	No Yes	Indicate preference for operating level
Nominated Role 1	List with sub-list	If you are authorised to assign roles select the function and then appropriate role	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	List with sub-list		As per Nominated Role 1. Selection of Nominated Role 2 is optional
Nominated Role 3	List with sub-list		As per Nominated Role 1. Selection of Nominated Role 3 is optional

[Table of contents](#)

4.1.9.Evaluation

Use of the Evaluation component is limited to the Emergency Management Unit (EM Unit) and Emergency Management Region Managers. A full audit log is maintained for these fields.

Field Name	Field Type	Expected / Available Response	Comment
Qualified Role 1	Drop down list and Sub-list	Select from full list of available roles	The Qualified role is automatically applied according to data transferred from EMtrain. An authorised person may be required to set a Qualified role if the person is qualified through other sources e.g. another organisation. Qualified role will be used in the Roster – Available Personnel board. Qualified according to EM course matrix
Qualified Role 2	Drop down list and Sub-list	Select from full list of available roles	As per Qualified Role 1.
Qualified Role 3	Drop down list and Sub-list	Select from full list of available roles	As per Qualified Role 1.
Approved for Interstate Operation	Checkbox + Audit Log	Tick box if approved	Upon clicking the checkbox user name and position are captured in the Audit Box.
Other Comments	Text	Insert any additional comments	
Evaluation Log	Automatic Audit Log		All changes to nominated and qualified roles are recorded to the log automatically. This includes the application of qualified roles following calculation of completed courses from EMtrain

[Table of contents](#)

4.1.10. Update History

The update history for the record is automatically captured upon clicking Save. None of the fields are able to be edited, and the automated log box will remain blank until save is completed.

Update History

Updated By: Joanne Kerruish

Updated As: DPI_Admin

Updated On: Fri Nov 11 2016 14:19:01 GMT+110

Update History: (Appended on Save)

Exported To EMTrain

[Table of contents](#)

5. Personnel - Qualifications

Qualifications may be added to the personnel record.

Personnel Qualification Log

Personnel ID #: 2210
Personnel Name: Hayley Louise Kerlake

Personnel ID #	Personnel Name	Qualification Name	Qualification Date	Attachments	Edit
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5.1. Adding qualifications for personnel

On the personnel record display view click the Qualifications button, this launches the Personnel Qualifications Log.

To add a qualification to a personnel record click the 'Add Record' button.

Personnel: Add Qualifications

Personnel Name: John Friend

Qualification: [Dropdown]

Date Qualification Attained: [Date Field]

Field Name	Field Type	Expected / Available Response	Comment
Personnel Name	Auto Text	Automatically displays person name.	
Qualification	Drop Down List	Select the correct qualification from the list.	If a required qualification does not appear please refer to Qualifications
Date Qualification Attained	Date	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 details here.

6. Personnel - Competencies

Competencies may be added to the personnel record.

6.1. Adding competencies for personnel

On the personnel record display view click the Competencies button, this launches the Personnel Competency Log.

NSW Primary Industries Personnel Management System

Personnel Competency Log

[Add Record](#) [Return to Personnel List](#) [Print](#) [Print To PDF](#)

Personnel ID #: - I
 Personnel Name: - John Friend
 Competency Name Identifier Level Of Completion Date of Assessment Assessed By Date Attained Edit

To add a competency to a personnel record click the 'Add Record' button.

NSW Primary Industries Personnel Management System

Personnel: Add Competency

[Save](#) [Cancel](#) [Print](#) [Print To PDF](#)

Personnel Name: John Friend
 Competency Name Identifier: PAU123453456
 Competency Level of Completion: Not Assigned
 Competency Date of Assessment:
 Assessed By:
 Date Competency Attained:

[Save](#) [Cancel](#)

Field Name	Field Type	Expected / Available Response	Comment
Personnel Name	Auto Text	Automatically displays person name.	
Competency Name Identifier	Drop Down List		Unique code for each competency.
Competency Level of Completion	Drop Down List		Indicator of progress for competency.
Competency Date of Assessment	Date		Date Assessed. This may be different from the date competency is attained.
Assessed By	Drop Down List		Populated from Assessors List.
Date Competency Attained	Date		Date Attained. This may be different to the date assessed.

7. Personnel Attachments

Attachments may be added to the personnel record, including a photo for creation of emergency management Photo ID.

7.1. Adding attachments

On the personnel record display view click 'attachments'. This launches the User Attachment Log.

NSW Primary Industries Personnel Management System

User Attachment Log

[Add Record](#) [Upload Photo](#) [Return](#) [Print](#) [Print To PDF](#)

Personnel ID #: - 113
 Personnel Name: - Jane Green
 Attachment Attachment Details

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 8.2 [Upload photo](#) instruction below).

Personnel: Add Attachments

Personnel Name:
 Attachment: No file chosen
 Attachment Details:

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 please enter details here.

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

[Table of contents](#)

7.2. 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.

Upload Personnel Photo

 Upload Photo: No file chosen

- Click the 'Choose File' button 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.

User Attachment Log

Personnel ID #: 133
 Personnel Name: Jane Green



Attachment

Attachment Details

- Click the 'Return' button to return to the Personnel Record display view.
- Repeat the process to replace the photo.

8. Photo ID

Photo IDs may be created for personnel using the 'ID Cards' button which appears for each line of personnel records.

8.1. Creating Photo ID

On the personnel record display view click the 'ID Cards' button this launches the Personnel IDs List.

From the Personnel IDs List you can add Photo IDs using the New ID Card button. New cards are added to the Historical IDs List.

You may View/Print Photo ID cards using the View/Print Card Front button in the Action column of the IDs List.

The Edit button allows existing cards to be edited.

Field Name	Field Type	Expected / Available Response	Comment
Personnel Name	Auto Text	Automatically displays person name.	
Function	Drop down list	List of available Functions	Required to set background colour of card
Role	Drop down list	List of available Roles	Required in order to print card
Location	Drop down list	SCC LCC FCP	Optional. Only select this if you have been instructed to do so.

Click 'Save' to return to the Personnel IDs List.

8.2. Print Photo ID

Photo IDs are printed from the Personnel IDs List or the All Cards List (refer to 5.1 for access instructions).

Click View/Print Card Front to preview the selected card front or Click View/Print Card Back to preview the back of the card.

Click Print Card to launch the print window.

Select the Datacard printer and ensure the following settings are applied:

Click "More settings"

1. Margins = None
2. Paper size = CR80 2.13x3.38in
3. Layout = Portrait
4. Background graphics = ticked

Ensure cards are available in the Datacard printer. If cards already have already had one side printed ensure the card is placed in the printer with the head facing in and printing side down.

[Table of contents](#)

8.3. List all Photo IDs for all Personnel

A list of Photo IDs created using WebEOC is available from the Personnel display view. Click Photo IDs to launch the All Cards List.



The screenshot shows the Personnel Management System interface. At the top, there is a blue header with the NSW Primary Industries logo and the text 'Personnel Management System'. Below the header, there are two main sections: 'All Cards List' and 'Historical IDs List'. The 'All Cards List' section has a search bar and buttons for 'Print', 'Print To PDF', 'View/Print Card Back', and 'Back'. The 'Historical IDs List' section has a search bar and a table with columns for 'Real Name', 'Preferred Name', 'Location', 'Role', 'Function', and 'Action'.

From here you may search/filter for all cards issued for a specific function, Role, Location or person.

[Table of contents](#)

9. 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.

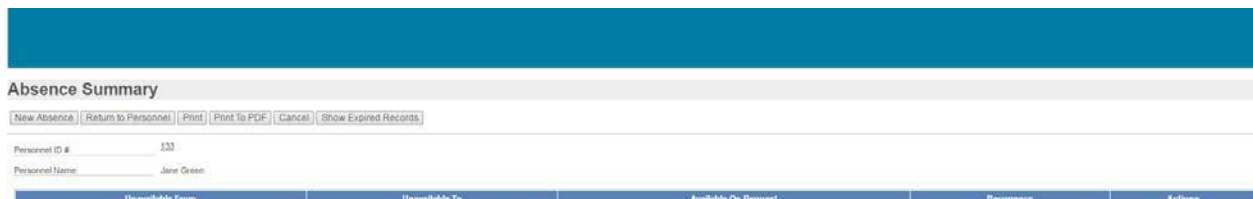
Periods of absence from emergency management activities may not necessarily be the same as leave periods from work, they may include periods of time that they are required to travel within their substantive role and would therefore be unavailable to fill an emergency role.

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 within the roster.

To record or edit absences click the Absence button on the Personnel Record display view, this will launch the Absence Summary.



The screenshot shows the Absence Summary form. At the top, there is a blue header with the text 'Absence Summary'. Below the header, there are several buttons: 'New Absence', 'Return to Personnel', 'Print', 'Print To PDF', 'Cancel', and 'Show Expired Records'. Below the buttons, there are two input fields: 'Personnel ID #' with the value '133' and 'Personnel Name' with the value 'Jane Green'. Below the input fields, there is a table with columns for 'Unavailable From', 'Unavailable To', 'Available On Request', 'Recurrence', and 'Actions'.

9.1. 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 & 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 absences. Orange calendar highlights indicate days recorded Available on Request. Where Absence and Available on Request periods overlap, Available on Request will be displayed.

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

Personnel ID #: 133

Personnel Name: Jane Green

Unavailable From	Unavailable To	Available On Request	Reurrence	Actions
12/06/2016 23/09/2016	15/06/2016 26/09/2016	Yes	Only Nil	Edit Delete Edit Delete

September 2016

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

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.

[Table of contents](#)

10. Personnel Display Views

There are 4 personnel display views.

The 4 display views are:

- [Personnel](#) – Home display view, lists all personnel records (limited to one page of records unless Display All Records is selected).
- [Photo IDs](#) – Summary of all Photo IDs created including all personnel
- [Personnel and Competencies](#) – Summary of personnel competencies including level of completion.
- [Personnel and Qualifications](#) – Summary of personnel qualifications including date attained.

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.

[Table of contents](#)

10.1. Personnel

- The Home display view
- Use this list to quickly view personnel details in a one page list. Using the Display All Records filter button to see all personnel records available
- Use the 'Edit' button to update personnel records if required
- Use the 'Attachments' button to add attachments to the personnel record, including a photo for creation of emergency management Photo ID.
- Use the 'Absence' button to register periods of absence from emergency management activities.

- View, print and create photo ID for individuals using the 'ID Cards' button located in the View/Edit column or 'Photo IDs' button at top of screen to view a complete list of photo IDs.
- Contains details views for [qualifications](#) and [competencies](#).

10.2. Photo IDs

- A comprehensive list of all Photo IDs created

10.3. Personnel and Competencies

- Lists all personnel with competencies, including level of completion, assessor and date of assessment
- No changes can be made from this display view

10.4. Personnel and Qualifications

- Lists all personnel with qualifications and date obtained
- No changes can be made from this display view

[Table of contents](#)

11. Competencies

From the Personnel display view, clicking Competencies at the top of the screen opens the Competencies display view.

11.1. Add New Competencies

Prior to creating new competencies ensure searches have been completed for existing records to prevent duplication.

To add a new competency click the 'New Competency' button, this launches the New Competency input screen.

Field Name	Field Type	Expected / Available Response	Comment
Competency Name_Identifier	Text	Enter the competency name and unique identifier using the format Identifier_Name e.g. PSPGOV307B Organise workplace information.	Note: Once saved this field is locked.
Competency Grouping	Drop down list	'_Not_Assigned' is the default value that indicates this field has not been completed	Choose competency grouping from the options provided

[Table of contents](#)

11.2. Competency Attachments

From the competencies display view, click Attachments to add an attachment to a competency entry.

Click 'Add Record' to add the new attachment.

Field Name	Field Type	Expected / Available Response	Comment
Competency Name_Identifier	Default Text	Automated text	Not able to be edited
Attachment	Browse for file		
Attachment Details	Text	e.g. Workplace information certificate 12-09-2016	Provide Name and date for file

Click Save.

12. Qualifications

From the Personnel display view, clicking 'Qualifications' button at the top of the screen opens the Qualifications display view.

The screenshot shows the 'Qualifications' page in the Personnel Management System. At the top, there are navigation tabs: Personnel, Assessors, Competencies, and Activities. Below these are search filters for Qualification, Competencies, and Assessors. A table lists various qualifications with their renewal periods, assessors, and associated competencies. Each row has an 'Edit/Delete' button.

Qualification	Renewal Period (years)	Assessors	Competencies	Edit/Delete
85B40507 Certificate IV in business administration				Edit Delete
PSP40290 Certificate IV in Government (Statutory Investigation & Enforcement)				Edit Delete
PSP41404 Certificate IV in Government (Statutory Compliance)				Edit Delete
AHCBI0302A Carry out emergency disease or plant pest control procedures at infected premises				
AHCBI0202A Follow site quarantine procedures				
PUASEB012A Work as a team member in an emergency operation centre				
BSBNM201A Process and maintain workplace information				
PUAGPE020A Lead a crew				
PUADPE015A Conduct briefing / debriefing (a work team)				
PUACHS001C Follow defined occupational health and safety policies and procedures				

12.1. Add New Qualifications

Prior to creating new qualifications ensure searches have been completed for existing records to prevent duplication.

The screenshot shows the 'New Qualification' form. It has a header with 'Save', 'Cancel', 'Print', and 'Print To PDF' buttons. The form contains several input fields: 'Qualification', 'Renewal Period (years)' (with a note '0 if perpetual / NA'), 'Assessors for Qualification' (a dropdown menu showing 'Kevin Cooper'), 'Assessor Log' (with an 'Add Assessor' button), 'Competencies for Qualification' (a dropdown menu showing 'AHCBI0302A Carry out emergency disease or plant pest control procedures at infected premises'), and 'Competency Log' (with an 'Add Competency' button). At the bottom, there are 'Save' and 'Cancel' buttons.

Field Name	Field Type	Expected / Available Response	Comment
Qualification	Text	Enter qualification name e.g. PUA33112 Certificate III in Public Safety (Biosecurity Response Operations)	Qualification name in full including code. Note: Once saved this field is locked.
Renewal Period (years)	Text	Enter number of years until renewal is required	Enter 0 or NA if perpetual
Assessors for Qualification	Drop down list	Select from list of all available Assessors	

Field Name	Field Type	Expected / Available Response	Comment
Assessor Log	Button	Click to add Assessor to qualification.	More Assessors can be selected and added
Competencies for Qualification	Drop down list	Select from list of all available Competencies	
Competency Log	Button	Click to add Competency to qualification.	More Competencies can be selected and added

[Table of contents](#)

13. Contacts

New user accounts and 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.

User Guide Information

Authorised by	Manager Emergency Operations	Authorised date	21 Nov 2016
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Revision History

Version	Date	Section	Details
1	12 Sept 2016	All	For approval
2	14 Oct 2016	All	Simplification of boards
3	15 Nov 2016	All	Update for EMtrain interaction