

## WebEOC – Roster

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### 1. Introduction

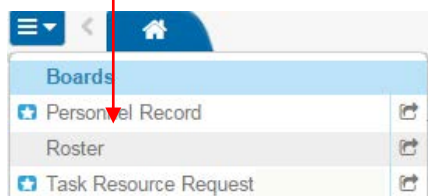
The roster board within WebEOC is available to all users and displays all rostered positions for a selected period of time. The roster displays a default period of two (2) weeks starting on the current date.

### 2. Access

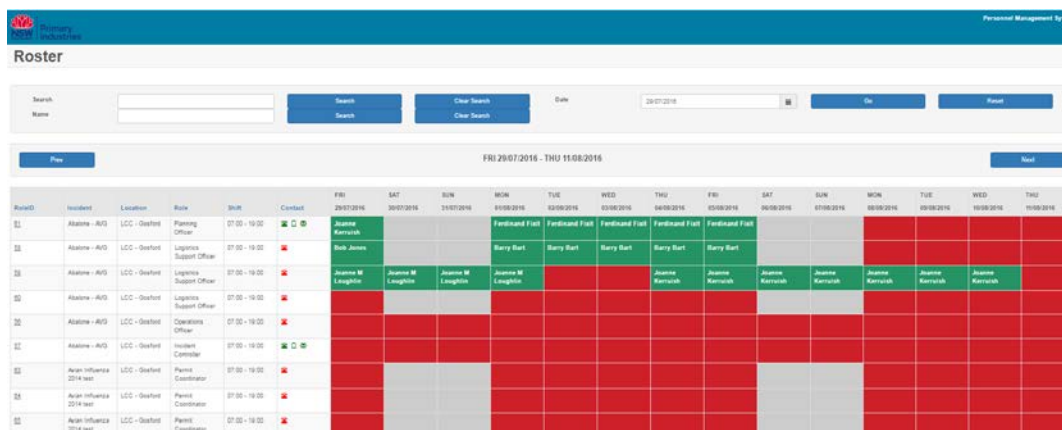
Refer to the [WebEOC Introductory User Guide](#) for information on access to and basic structure of WebEOC. The input screen and the options on the Main Menu vary with the user's position.

### 3. Main Menu

Click Roster on the Main Menu to access the Roster display view.



### 4. Roster Display View



RoleID	Incident	Location	Role	Shift	Contact	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU
01	Abalone - AIG	LCC - Onshore	Planning Officer	07:00 - 19:00	Juanne Ramonch	Juanne Ramonch			Feribound Fiat	Feribound Fiat	Feribound Fiat	Feribound Fiat	Feribound Fiat						
02	Abalone - AIG	LCC - Onshore	Lignitic Support Officer	07:00 - 19:00	Rob Jones				Harry Bart	Harry Bart	Harry Bart	Harry Bart	Harry Bart						
03	Abalone - AIG	LCC - Onshore	Lignitic Support Officer	07:00 - 19:00	Juanne M Leighton	Juanne M Leighton	Juanne M Leighton	Juanne M Leighton				Juanne Ramonch	Juanne Ramonch	Juanne Ramonch	Juanne Ramonch	Juanne Ramonch	Juanne Ramonch	Juanne Ramonch	Juanne Ramonch
04	Abalone - AIG	LCC - Onshore	Lignitic Support Officer	07:00 - 19:00															
05	Abalone - AIG	LCC - Onshore	Operations Officer	07:00 - 19:00															
06	Abalone - AIG	LCC - Onshore	Incident Controller	07:00 - 19:00															
07	Avian Influenza 2014 test	LCC - Onshore	Panel Coordinator	07:00 - 19:00															
08	Avian Influenza 2014 test	LCC - Onshore	Panel Coordinator	07:00 - 19:00															
09	Avian Influenza 2014 test	LCC - Onshore	Panel Coordinator	07:00 - 19:00															

The Roster display view consists of three sections listed below.

#### 4.1 Filters

The general 'Search' field allows for filtering of data contained in the Role ID, Incident, Location, Role, Shift and Contact details.

Using the 'Name' search it is possible to locate a roster period for a particular person. When using this filter, once you click 'search' the roster will display the closest next rostered period for the person, you may then use the navigation buttons to scroll through the roster periods to view all rostered periods for the person. Searches will not be conducted on past dates.

The 'Date' filter allows users to jump to a required date on the roster.

'Clear Search' and 'Reset' buttons will return the view to the default period.

#### 4.2 Navigation

The Previous and Next buttons allow users to jump forward and back in displayed roster periods by one week increments.

#### 4.3 Roster

RoleID	Incident	Location	Role	Shift	Contact	FRI 29/07/2016	SAT 30/07/2016	SUN 31/07/2016	MON 01/08/2016	TUE 02/08/2016	WED 03/08/2016	THU 04/08/2016	FRI 05/08/2016	SAT 06/08/2016	SUN 07/08/2016	MON 08/08/2016	TUE 09/08/2016	WED 10/08/2016	THU 11/08/2016
61	Abalone - AVG	LCC - Gosford	Planning Officer	07:00 - 19:00		Joanne Kerruish			Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit						
58	Abalone - AVG	LCC - Gosford	Logistics Support Officer	07:00 - 19:00		Bob Jones			Barry Bart	Barry Bart	Barry Bart	Barry Bart	Barry Bart						
59	Abalone - AVG	LCC - Gosford	Logistics Support Officer	07:00 - 19:00		Joanne M Loughlin	Joanne M Loughlin	Joanne M Loughlin	Joanne M Loughlin			Joanne Kerruish	Joanne Kerruish	Joanne Kerruish	Joanne Kerruish	Joanne Kerruish	Joanne Kerruish	Joanne Kerruish	
60	Abalone - AVG	LCC - Gosford	Logistics Support Officer	07:00 - 19:00															
56	Abalone - AVG	LCC - Gosford	Operations Officer	07:00 - 19:00															
57	Abalone - AVG	LCC - Gosford	Incident Controller	07:00 - 19:00															
63	Avian Influenza 2014 test	LCC - Gosford	Permit Coordinator	07:00 - 19:00															

Field / Item	Detail
RoleID	ID number assigned when a role is created.
Incident	Incident name assigned when a role is created. When incident is 'multiple', roles are usually at a coordination level covering multiple incidents.
Location, Role, Shift hours	Assigned to role when it is created for the incident.
Contact	Details are for the role and are displayed by hovering on the icon. Green icons = details are available for phone, mobile number, email. Red icons = no details available (if details are required contact Logistics).
Green fill	Role is filled for the shift by the person whose name is displayed. Multiples of the same roles are listed on separate lines.
Red fill	The role is required but yet to be filled.
Grey fill	Role is not active.

## 5. 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](mailto:emergency.preparedness@dpi.nsw.gov.au).

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### User Guide Information

<b>Authorised by</b>	Manager Emergency Operations	<b>Authorised date</b>	13 Sept 2016
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### Revision History

Version	Date	Section	Details
1	12 Sep 2016	All	For approval
2			