

WebEOC – Roster Management

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1. Introduction

The basic 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 weeks starting on the current date.

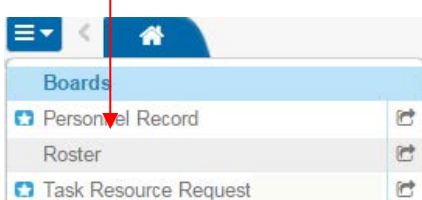
The Roster Management components are available to select positions within WebEOC. These positions may be responsible for configuration of roles, filling roles for the roster or complete management of the roster.

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

Roster

Search Name: Search Clear Search

Date: 29/07/2016 Go Reset

Prev FRI 29/07/2016 - THU 11/08/2016 Next

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
51	Abalone - A/VG	LCC - Gosford	Planning Officer	07:00 - 19:00	Joanne Kerruish	Joanne Kerruish			Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit						
58	Abalone - A/VG	LCC - Gosford	Logistics Support Officer	07:00 - 19:00	Bob Jones				Barry Bart	Barry Bart	Barry Bart	Barry Bart	Barry Bart						
59	Abalone - A/VG	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	Joanne Kerruish
60	Abalone - A/VG	LCC - Gosford	Logistics Support Officer	07:00 - 19:00															
56	Abalone - A/VG	LCC - Gosford	Operations Officer	07:00 - 19:00															
52	Abalone - A/VG	LCC - Gosford	Incident Controller	07:00 - 19:00															
63	Arian Influenza 2014 test	LCC - Gosford	Permit Coordinator	07:00 - 19:00															

The Roster display view consists of three sections listed below.

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4. 1 Filters

Search Name: Search Clear Search

Date: 29/07/2016 Go Reset

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

Prev FRI 29/07/2016 - THU 11/08/2016 Next

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
51	Abalone - A/VG	LCC - Gosford	Planning Officer	07:00 - 19:00	Joanne Kerruish	Joanne Kerruish			Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit	Ferdinand Fixit						
58	Abalone - A/VG	LCC - Gosford	Logistics Support Officer	07:00 - 19:00	Bob Jones				Barry Bart	Barry Bart	Barry Bart	Barry Bart	Barry Bart						
59	Abalone - A/VG	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	Joanne Kerruish
60	Abalone - A/VG	LCC - Gosford	Logistics Support Officer	07:00 - 19:00															
56	Abalone - A/VG	LCC - Gosford	Operations Officer	07:00 - 19:00															
52	Abalone - A/VG	LCC - Gosford	Incident Controller	07:00 - 19:00															
63	Arian Influenza 2014 test	LCC - Gosford	Permit Coordinator	07:00 - 19:00															

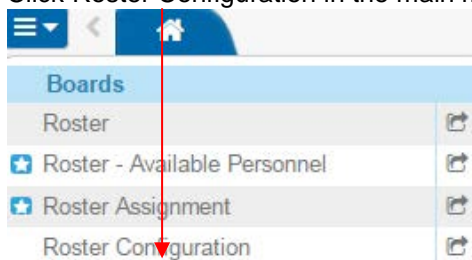
Field / Item	Detail
RoleID	ID number assigned when a role is created.
Incident	Incident name assigned when a role is created. When incident is 'multiple', roles are usually at a coordination level covering multiple incidents.
Location, Role, Shift hours	Assigned to role when it is created for the incident.
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. Roster Configuration

Roster configuration comprises of two steps.

1. 'Roster Structure' - displays a list of all configured roles for all Incidents in WebEOC
2. 'Role Details' - is accessed using the Add Role button on the Roster Structure display view.

Click Roster Configuration in the main menu. This launches the Roster Structure display view.



Personnel Management System

Roster Structure

Role Count per Day 14

Location:

Recurrence:

Function / Role / IMT Role:

Search Incident, Contact:

Shift Start Time:

Shift End Time:

Role Start Date:

Role End Date:

Show Expanded Records

Add Role

Filter Shifts

Filter

Clear Filter

Clear

Incident	Location	Role	Contact	Role Start Date	Role End Date	Shift	Recurrence	Edit
Abalone - AVG SZ	LCC - Gosford	Incident Controller	02 1234 5678 0401 123 456 controller@dpi.nsw.gov.au	25/07/2016	30/10/2016	07:00 - 19:00	Daily	Edit
Abalone - AVG SZ	LCC - Gosford	Logistics Support Officer		25/07/2016	27/10/2016	07:00 - 19:00	Week Days	Edit
Abalone - AVG SZ	LCC - Gosford	Logistics Support Officer		25/07/2016	27/10/2016	07:00 - 19:00	Daily	Edit
Abalone - AVG SZ	LCC - Gosford	Logistics Support Officer		25/07/2016	27/10/2016	07:00 - 19:00	Week Days	Edit

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.

Before adding a new role please filter to ensure the role does not exist for the required Incident, location, dates and shift using the available filters.

You may update an existing role by clicking

[Edit](#)

Roles that have expired may be viewed by clicking

[Show Expired Records](#)

5.1 Filters

The filter interface includes the following fields and buttons:

- Location:** A dropdown menu currently set to 'All'.
- Recurrence:** A dropdown menu currently set to 'All'.
- Function / Role / IMT Role:** A text input field with 'Search' and 'Clear Search' buttons.
- Search Incident, Contact:** A text input field with 'Search' and 'Clear Search' buttons.
- Shift Start Time:** A time selection field set to '13:15' with a 'Filter Shifts' button.
- Shift End Time:** A time selection field set to '13:15' with a 'Clear Filter' button.
- Role Start Date:** A date selection field with a 'Filter' button.
- Role End Date:** A date selection field with a 'Clear' button.
- Global Buttons:** 'Show Expired Records' (orange) and 'Add Role' (green).

Filter	Filter type	Details
Location	Drop down list	Filter for all roles associated with a control centre
Recurrence	Drop down list	
Function/Role/IMT Role	Text	Function name (e.g. Planning), Role name (e.g. Field Crew) or IMT Role name (e.g. Operations Officer). This filter searches for partial characters (e.g. entering Operations will display all roles within the function "Operations" as well as all Roles that contain the word Operations).
Incident/Contact	Text	Filter for Incident Name to display all roles assigned to the required Incident. Enter Contact details e.g. phone number to view the associated role/s. Inserting % allows you to complete a search for all roles that contain a set of characters.
Shift Start and End Time	Time 24 hour clock	Both Start and End times must be entered when using this filter.
Role Start Date	Date	Enter a Role Start Date to view all roles starting on a specific date. You do not need to enter an end date.
Role End Date	Date	Enter a Role End Date to view all roles that will end on a specific date. You do not need to enter a start date.

5.2 Update an existing role

Click [Edit](#) to launch the Role Details input screen. In this screen you may change Start and End Dates, Shift Times, Recurrence and Contact Details. Do not change the Function, IMT Role or Role details.

The Role Details form contains the following sections and fields:


- Buttons:** 'Add New Incident', 'Cancel', 'Save'.
- Incident:** A dropdown menu set to 'Abalone - AVG'.
- Location:** A dropdown menu set to 'LCC - Gosford'.
- Function:** A dropdown menu set to 'Control'.
- IMT Role:** A dropdown menu set to 'Incident Controller'.
- Role:** A dropdown menu.
- Role Start Date:** A date field set to '25/07/2016'.
- Role End Date:** A date field set to '30/10/2016'.
- Shift Period:**
 - Shift Start Time:** A time field set to '07:00'.
 - Shift Finish Time:** A time field set to '19:00'.
- Recurrence:**
 - Radio buttons for: Daily, Week Days, Weekly, Weekend, No Recurrence.
 - Checkboxes for: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.
- Contact Details:**
 - Phone:** Text field with value '02 1234 5678'.
 - Mobile:** Text field with value '0401 123 456'.
 - Email:** Text field with value 'controller@dpi.nsw.gov.au'.
- Buttons:** 'Cancel', 'Save'.

5.3 Create a new role

Click **Add Role** to launch the Role Details input screen.

Field Name	Field Type	Expected / Available Response	Comment
Incident	Drop down list	<i>Available Incidents</i>	Select the appropriate Incident, select 'Multiple' if the Role will operate within all active Incidents
Location	Drop down list	<i>Available control centres</i>	Select a Location for the role to report to
Function	Drop down list	All Functions	Selection of Function filters the available IMT Role list items
IMT Role	Drop down list	Supervising IMT Role	If you wish to create an IMT Role do not select a Role in the next field.
Role	Drop down list	Associated Roles	To select a role other than IMT Roles select a role from the Role drop down list. The IMT role now becomes irrelevant.
Number required	Number list	'1' is default. Increase number if more than 1 identical role (excluding contact details) is required.	All details must be identical to use this field. Contact details can be edited after roles are created.
Role Start Date	Date	Select from calendar view or enter as dd/mm/yyyy	
Role End Date	Date	Select from calendar view or enter as dd/mm/yyyy	Optional. This may be set either at creation of the Role or when the end date is known




Field Name	Field Type	Expected / Available Response	Comment
Shift Period	<i>Subheading</i>		
Shift Start Time	Time	hh:mm	Either type the time in the field using the format Hour:Minute or use the navigation arrows to set time using 24hour time
Shift End Time	Time	hh:mm	Either type the time in the field using the format Hour:Minute or use the navigation arrows to set time 24hour time
Recurrence	<i>Subheading</i>		
Daily	Radio Button	Radio Button	Every day between the dates will be recorded
Week Days	Radio Button	Radio Button	All weekdays between the selected dates will be recorded
Weekly	Radio Button	Radio Button	Select days of the week for which this role will apply. If you select Wednesday then every Wednesday between the selected dates will be recorded as active for the role
Weekend	Radio Button	Radio Button	Every Saturday and Sunday between the selected dates will be recorded
No Recurrence	Radio Button	Radio Button	If selected, any previous selection of days will be removed and the role will apply to all days between the selected dates.
Days	Check box	Checkboxes	Using the recurrence radio buttons will change the selection of days. For weekly, uncheck the days for which the role will not apply.
Contact Details	<i>Subheading</i>		These details belong to the role and not the person
Phone	Text	xx xxxx xxxx	Landline for the specific role
Mobile	Text	xxxx xxx xxx	Mobile number for the specific role
Email	Text		Email address for the role


Click . The role will appear on the 'Roster Structure' view. Each role created will be assigned a unique RoleID.

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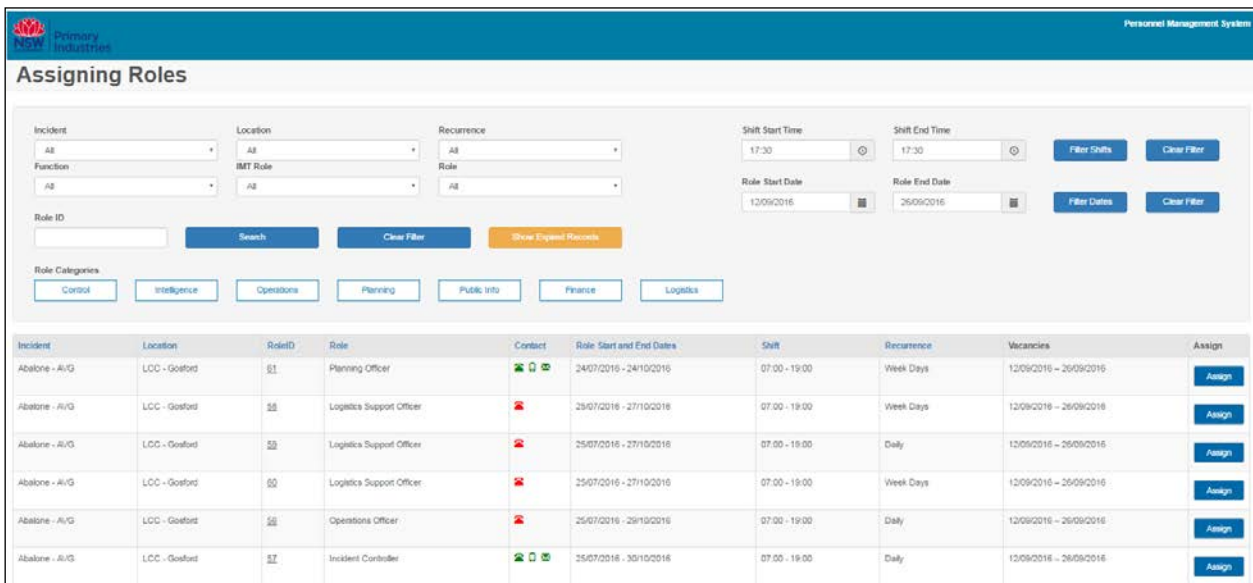
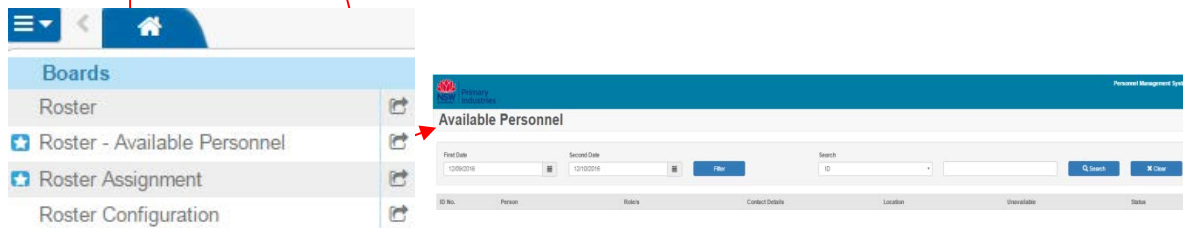
6. Roster Assignment

Roster assignment comprises three steps.

1. 'Assigning Role' - this view displays a list of all configured roles for all Incidents in WebEOC and sorts to ensure roles with vacancies appear at the top of the list.
2. 'Role Vacancy Calendar' - is accessed using the  button in the right column of the 'Assign Role' display view.
3. 'Assign Person' - is accessed by clicking  or  on the 'Role Vacancy Calendar'.

It is recommended the Available Personnel display view is used in conjunction with the 'Roster Assignment' boards. Access using the  button to launch 'Available Personnel' in a new window.

Click Roster Assignment in the main menu. This launches the 'Assigning Roles' display view.



Incident	Location	RoleID	Role	Contact	Role Start and End Dates	Shift	Recurrence	Vacancies	Assign
Abalone - A/G	LCC - Gosford	51	Planning Officer		24/07/2016 - 24/10/2016	07:00 - 19:00	Week Days	12/09/2016 - 26/09/2016	
Abalone - A/G	LCC - Gosford	55	Logistics Support Officer		25/07/2016 - 27/10/2016	07:00 - 19:00	Week Days	12/09/2016 - 26/09/2016	
Abalone - A/G	LCC - Gosford	52	Logistics Support Officer		25/07/2016 - 27/10/2016	07:00 - 19:00	Daily	12/09/2016 - 26/09/2016	
Abalone - A/G	LCC - Gosford	50	Logistics Support Officer		25/07/2016 - 27/10/2016	07:00 - 19:00	Week Days	12/09/2016 - 26/09/2016	
Abalone - A/G	LCC - Gosford	56	Operations Officer		25/07/2016 - 29/10/2016	07:00 - 19:00	Daily	12/09/2016 - 26/09/2016	
Abalone - A/G	LCC - Gosford	57	Incident Controller		25/07/2016 - 30/10/2016	07:00 - 19:00	Daily	12/09/2016 - 26/09/2016	

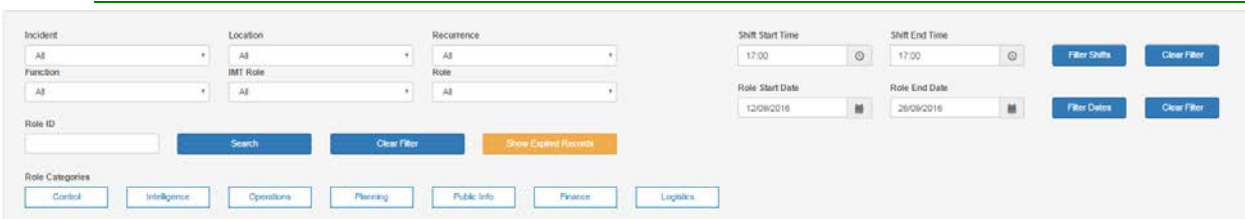
Display views capture current data but **do NOT save it**. If a list is required at particular time and date, use the 'print' button to print to pdf and save the file with display view name, date and time.

Roles that have expired may be viewed by clicking



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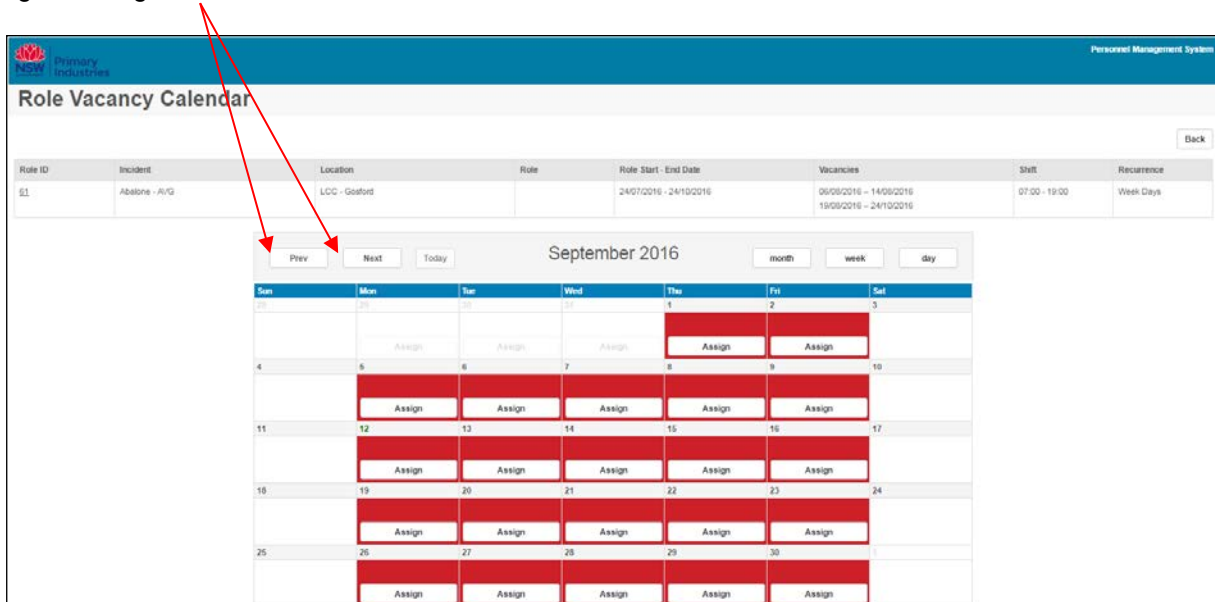
6.1 Filters



Filter	Filter type	Details
Incident	Drop down list	Filter for Incident Name to display all roles assigned to the required Incident
Location	Drop down list	Filter for all roles associated with a control centre
Recurrence	Drop down list	
Function	Drop down list	Function name (e.g. Operations)
IMT Role	Drop down list	IMT Role name (e.g. Operations Officer)
Role	Drop down list	Role name (e.g. Field Crew)
Role ID	Text	Specific role identifier
Role Categories	Radio buttons	An alternate for Function filter. Only one may be selected at any time. Click on the button again to turn filter off.
Shift Times	Time	Both Start and End times must be entered when using this filter.
Role Start Date	Date	Enter a Role Start Date to view all roles starting on a specific date. You do not need to enter an end date.
Role End Date	Date	Enter a Role End Date to view all roles that will end on a specific date. You do not need to enter a start date.

6.2 View vacancies for a role

Click **Assign** to launch the Role Vacancy Calendar. In this screen you may navigate to any period of time using the navigation buttons to view vacancies for the selected role.



6.3 Assign a person to a role vacancy

Click **Assign** on the selected start date to launch the Assign Person input screen.

Assign Person

Role ID	Incident	Location	Role	Vacancies	Shift	Recurrence
51	Abalone - A/G	LCC - Gosford		06/08/2016 - 14/08/2016 19/08/2016 - 24/10/2016	07:00 - 19:00	Week Days

Person ID

Person Name

Other

Person Start

Person End

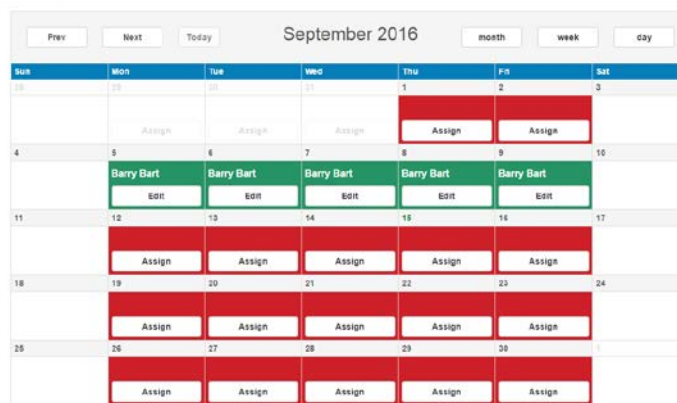
No. of Days Rostered

Field Name	Field Type	Expected / Available Response	Comment
Person ID	Text		Enter Person ID from 'Available Person' display view and click away from field
Person Name	Text	<i>Automatically populated</i>	Person Name is automatically populated when clicking out of the the Person ID field
Other	Checkbox		Optional. Tick the checkbox if the name of the person is unknown for e.g. supplied from another organisation. This detail must be updated as soon as the person name is available.
Other	Text	Placeholder for a person e.g. SES 1, RFS 10	This field will only become available when Other checkbox is ticked. This detail must be replaced as soon as the person's name is available.
Person Start	Date	DD/MM/YYYY	The Date the person will arrive at the Incident and be responsible for the selected role.
Person End	Date	DD/MM/YYYY	The Date the person will leave the Incident and no longer be responsible for the selected role.
No. of Days Rostered	Calculated		If the difference between the Start and End dates is equal to or less than 7 the number will appear in green text. If the number of days is greater than 7 the number will display in red text.


Click 

6.4 Editing and removing an assigned person from a role

Role ID	Incident	Location	Role	Role Start - End Date	Vacancies	Shift	Recurrence
53	Avian Influenza 2014 test	LCC - Gosford	Permit Coordinator	26/07/2016 - 20/10/2016	26/07/2016 - 04/09/2016 10/09/2016 - 29/10/2016	07:00 - 19:00	Week Days





Click  on first date to be changed. Only the date clicked on will be displayed in the Assign Person view.

Assign Person

Role ID	Incident	Location	Role	Vacancies	Shift	Recurrence
52	Avian Influenza 2014 test	LCC - Gosford	Permit Coordinator	26/07/2016 – 04/09/2016 10/09/2016 – 28/10/2016	07:00 - 19:00	Week Days

Person ID:
 Person Name:
 Other:
 Person Start:
 Person End:
 No. of Days Rostered:

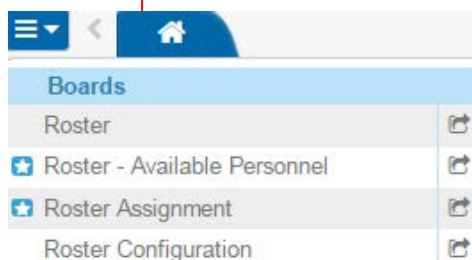
To adjust the dates the person is filling the role, edit the dates of the existing person.

To remove the person from the role, adjust the dates and click .

6.5 Edit contact details for a role

When contact details become available for a role they will need to be added to the 'Role Details' which is part of Roster Configuration.

Click Roster Configuration in the main menu. This launches the Roster Structure display view.



NSW Primary Industries Personnel Management System

Roster Structure

Role Count per Day 14

Location: Recurrence:

Function / Role / IMT Role:
 Shift Start Time: Shift End Time:

Search Incident, Contact:
 Role Start Date: Role End Date:

Incident	Location	Role	Contact	Role Start Date	Role End Date	Shift	Recurrence	Edit
Abalone - AVG 52	LCC - Gosford	Incident Controller	02 1234 5678 0401 123 456 controller@dpi.nsw.gov.au	25/07/2016	30/10/2016	07:00 - 19:00	Daily	<input type="button" value="Edit"/>
Abalone - AVG 58	LCC - Gosford	Logistics Support Officer		25/07/2016	27/10/2016	07:00 - 19:00	Week Days	<input type="button" value="Edit"/>
Abalone - AVG 59	LCC - Gosford	Logistics Support Officer		25/07/2016	27/10/2016	07:00 - 19:00	Daily	<input type="button" value="Edit"/>
Abalone - AVG 60	LCC - Gosford	Logistics Support Officer		25/07/2016	27/10/2016	07:00 - 19:00	Week Days	<input type="button" value="Edit"/>

Filter to locate the required role (refer to [5.1 Filters](#) for details).

Click against the required role. This will launch the 'Role Details' Input Screen.

Role Details

[Add New Incident](#) [Cancel](#) [Save](#)

Incident:

Location:

Function:

IMT Role:

Role:

Role Start Date:

Role End Date:

Shift Period

Shift Start Time:

Shift Finish Time:

Recurrence

Daily
 Week Days
 Weekly
 Weekend
 No Recurrence

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Contact Details

Phone:

Mobile:

Email:

Enter contact details in the 'Contact Details' section and click



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7. Available Personnel

The Available Personnel display view supports the Roster Assignment process. Qualified personnel may be identified using this view, contacted regarding availability and then the Person ID may be applied to the Assign Person Input which is part of Roster Assignment. This results in the Person being rostered for a selected role.



Click button beside 'Roster – Available Personnel' to launch 'Available Personnel' in a new window.

Available Personnel

NSW Primary Industries Personnel Management System

First Date: Second Date: [Filter](#)

Search: [Search](#) [Clear](#)

ID No.	Person	Roles	Contact Details	Location	Unavailable	Status
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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.

To display personnel available for a specific period of time enter the 'First Date' and 'Second Date' in the filters and then click [Filter](#).

Once you locate a person who is qualified to fill the specific role please contact the person to confirm their availability to attend for the required dates. Once this is complete take note of the Personnel ID number and enter this number in the Person ID field on the 'Assign Person' input screen.

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8. 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.

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User Guide Information

Authorised by	Manager Emergency Operations	Authorised date	26 Sept 2016
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Revision History

Version	Date	Section	Details
1	12/09/2016	All	For approval
2			