

## Scheduling Module

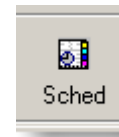
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## **Automated Updating of the Daily Roster with the Schedule Module and Automated Tasks**

Using automated tasks and the schedule module will allow set interval updates to the daily roster. To accomplish this, the following steps need to be followed.

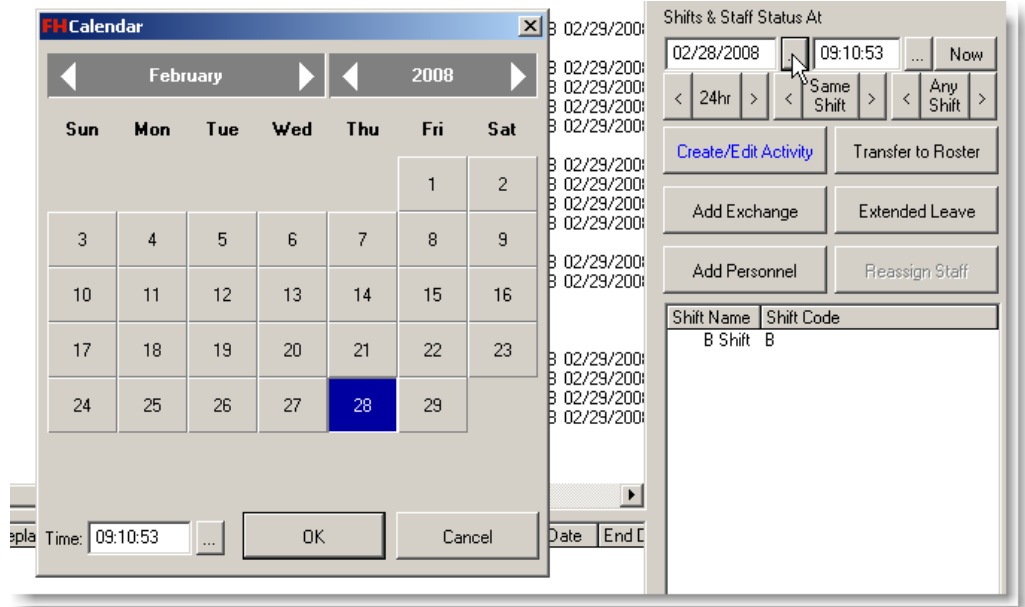
1. Open the Schedule module by selecting the **Sched** button on the main Firehouse taskbar. When the schedule module opens the screen should appear like the one below.



**CALDWELL FIRE DEPARTMENT  
FIREHOUSE USER MANUAL**

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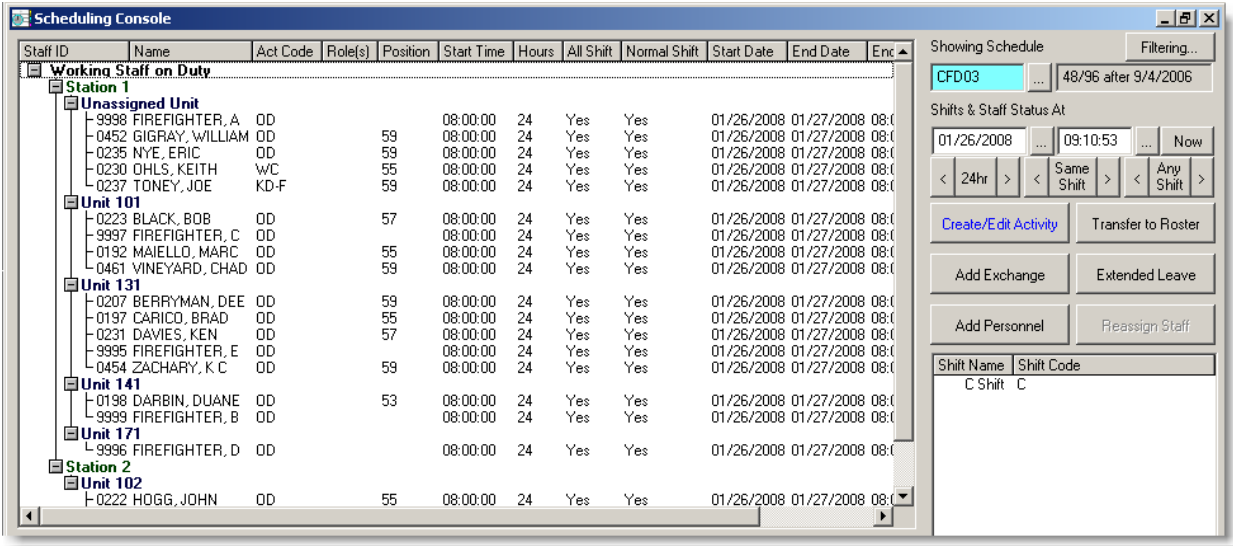
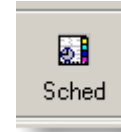
2. Use the calendar button to go to the shift where you want to start scheduling for your shift.



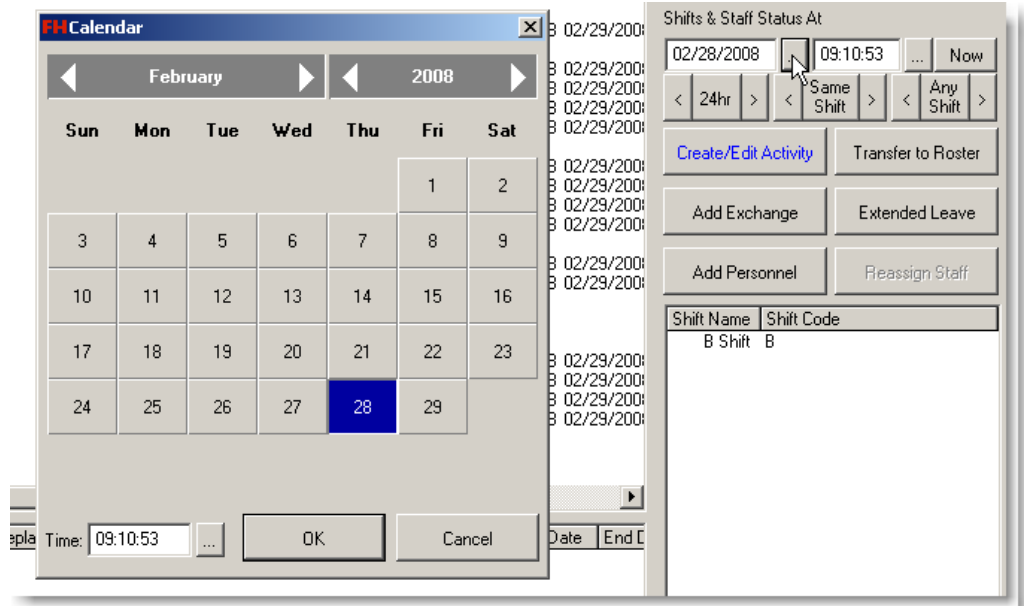
3. Using the drag and drop method, move your personnel to reflect station, unit or activity assignments. Once you have made the scheduling changes you can close the scheduling module. Automated tasks have been set up to update the daily roster activity seven times throughout the 24 hour shift.

## Entering Multiple Personal Leave, Kelly Day or Workmen's Compensation Dates

1. Open the Schedule module by selecting the **Sched** button on the main Firehouse taskbar. When the schedule module opens the screen should appear like the one below.



2. Use the calendar button to go to the first shift the member has selected a personal leave, Kelly Day or Workmen's compensation shift.



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- Once you are on the correct date, highlight the members name and drag it to the **Unassigned Unit** group located under Station 1 in the **Working Staff on Duty** section.

Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date
<b>Working Staff on Duty</b>										
<b>Station 1</b>										
<b>Unassigned Unit</b>										
9998	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Unit 101</b>										
9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0204	KINNEY, DAN	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0199	LLOYD, RON	OD		53	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0226	TIMINSKY, GREG	OD		57	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Unit 131</b>										
0206	BIRCH, DEWAYNE	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0209	RODRIGUEZ, FREDDIE	OD		57	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0202	SCOTT, TIM	OD		55	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Unit 141</b>										
9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0214	HARTWIG, DANNY	OD		53	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Unit 171</b>										
0218	ALLGOOD, MELINDA	OD		57	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
9996	FIREFIGHTER, D	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0216	REYNA, JESUS	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Station 2</b>										
<b>Unit 102</b>										
0457	BAILEY, ROB	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0460	GAMMEL, TERRY	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0201	HARRIS, JOHN	OD		57	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0213	SEIDENSTUCKER, DUANE	OD		55	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008

- When you drag the staff members name to unassigned unit the **Shift Personnel Reassignment or Addition** screen will open as shown on the left below. Add the appropriate activity code in the **Activity Code** field. The required **Position** field will become no required and nothing has to be added in this field. When you complete the shift filed your **Approved By** information is automatically entered.

**Schedule Personnel Reassignment - for 0199**

Staff ID: 0199 LLOYD, RON

Activity Code: [Empty]

Activity Type:  Fire  Medical  Rescue  Other  Driver

Start Date/Time: 02/28/2008 08:00:00  
End Date/Time: 02/29/2008 08:00:00

Station: 1 Shift: [Empty] Unit: [Empty] Hours Worked: 24.00 Credit Points: 0.00

Payroll Calculation: Hours Paid: 24.00 Pay Scale: [Empty]  Credit Both Hours Paid and Pay Scale  Use Pay Scale as the Hourly Rate

Approved By: 0197 CARICO, BRAD

Request Date/Time: 01/26/2008 09:23:45  
Approval Date/Time: 01/26/2008 09:23:25

Buttons: Save, Delete, Close

**Schedule Personnel Reassignment - for 0199**

Staff ID: 0199 LLOYD, RON

Activity Code: KD-H Kelly Day - Hard Pick

Activity Type:  Fire  Medical  Rescue  Other  Driver

Start Date/Time: 02/28/2008 08:00:00  
End Date/Time: 02/29/2008 08:00:00

Station: 1 Shift: B Unit: [Empty] Hours Worked: 24.00 Credit Points: 0.00

Payroll Calculation: Hours Paid: 24.00 Pay Scale: [Empty]  Credit Both Hours Paid and Pay Scale  Use Pay Scale as the Hourly Rate

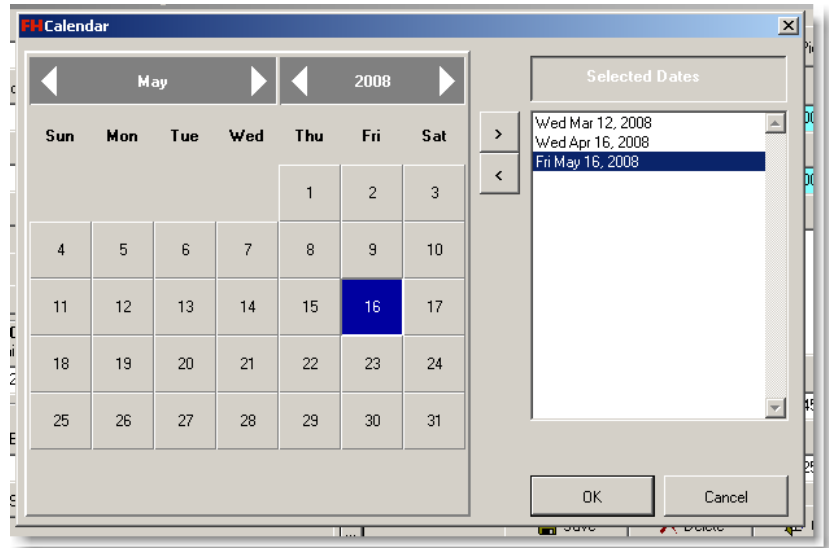
Approved By: 0197 CARICO, BRAD

Request Date/Time: 01/26/2008 09:23:45  
Approval Date/Time: 01/26/2008 09:23:25

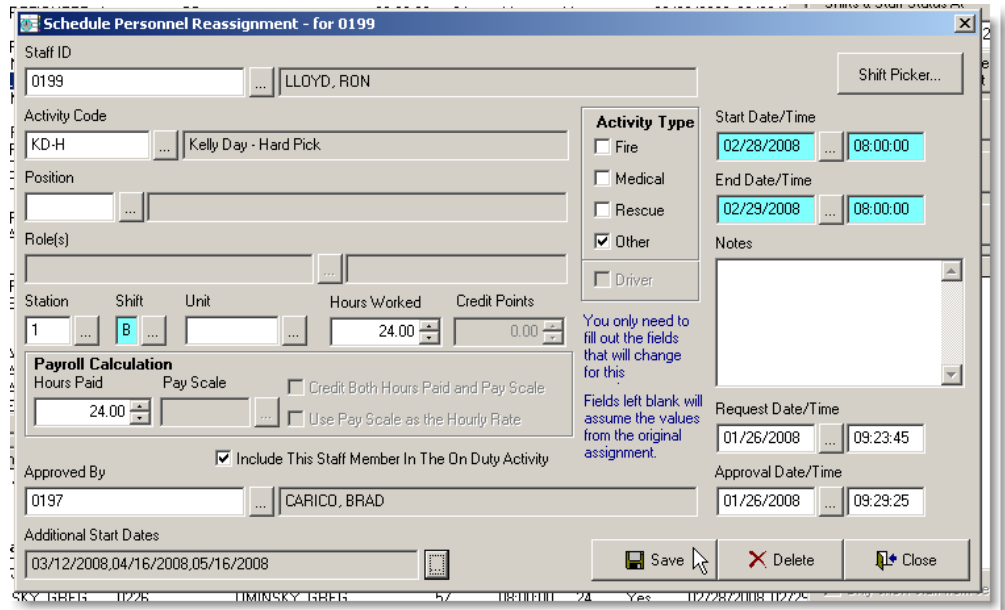
Buttons: Save, Delete, Close

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5. To enter additional dates select the 3-dot box on the **Additional Start Dates**, pictured in the last illustration on the previous page, to open the calendar to select the additional dates for the staff member as shown in the picture on the right. Advance through the year by using the right arrow in the month box. Double click on the date or the right arrow next to the **Selected Date** field to move the date over. Once you have entered all the dates for this activity code select the **OK** button.



6. The picture below demonstrates what your entry should look like before you select the **Save** button to enter the dates into the schedule module. If everything is correct, select the **Save** button to make your entry.



7. In the bottom part of the schedule screen where approved and unapproved exchanges and reassignments are listed the entry will show up under the approved reassignments section.

Assigned ID	Assigned Name	Replacement ID	Replacement Name	Role(s)	Position	Start Time	Hours	All Shift	Start Date	End Date
<b>There are no Approved Exchanges</b>										
<b>There are no Unapproved Exchanges</b>										
<b>Approved Reassignments</b>										
-0218	ALLGOOD, MELINDA	0218	ALLGOOD, MELINDA	57	08:00:00	24	24	Yes	02/28/2008	02/29/2008
-0457	BAILEY, ROB	0457	BAILEY, ROB	59	08:00:00	24	24	Yes	02/28/2008	02/29/2008
-0199	LLOYD, RON	0199	LLOYD, RON		08:00:00	24	24	Yes	02/28/2008	02/29/2008
-0226	TIMINSKY, GREG	0226	TIMINSKY, GREG	57	08:00:00	24	24	Yes	02/28/2008	02/29/2008
<b>There are no Unapproved Reassignments</b>										

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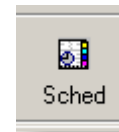
- The entry will also show up under the **Unassigned Unit** section on the top part of the schedule module. The entry will list the activity code that was selected for the member when it was entered.

Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date
<b>Working Staff on Duty</b>										
<b>Station 1</b>										
<b>Unassigned Unit</b>										
-9998	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0199	LLOYD, RON	KD-H		53	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Unit 101</b>										
-9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0204	KINNEY, DAN	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0226	TIMINSKY, GREG	OD		57	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Unit 131</b>										
-0206	BIRCH, DEWAYNE	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
-9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0209	RODRIGUEZ, FREDDIE	OD		57	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0202	SCOTT, TIM	OD		55	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Unit 141</b>										
-9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
0214	HARTWIG, DANNY	OD		53	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
<b>Unit 171</b>										
<b>Station 2</b>										
<b>Unit 102</b>										
-0457	BAILEY, ROB	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
-0460	GAMMEL, TERRY	OD		59	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
-0201	HARRIS, JOHN	OD		57	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008
-0213	SEIDENSTUCKER, DUANE	OD		55	08:00:00	24	Yes	Yes	02/28/2008	02/29/2008

## Moving Previously Selected Personal Leave, Kelly Day or Workmen's Compensation Date

It is a fact of life that personnel at some point are going to want to change dates that have already been entered into the schedule module. If a staff member decides to move a personal leave or Kelly Day to another date all you need to do is open the approved exchange and change the dates.

- Open the Schedule module by selecting the **Sched** button on the main Firehouse taskbar. When the schedule module opens the screen should appear like the one below.



Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date	Enc
<b>Working Staff on Duty</b>											
<b>Station 1</b>											
<b>Unassigned Unit</b>											
-9998	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0452	GIGRAY, WILLIAM	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0235	NYE, ERIC	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0230	OHLIS, KEITH	WC		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0237	TONEY, JOE	KD-F		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
<b>Unit 101</b>											
-0223	BLACK, BOB	OD		57	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0192	MAIELLO, MARC	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0461	VINEYARD, CHAD	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
<b>Unit 131</b>											
-0207	BERRYMAN, DEE	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0197	CARICO, BRAD	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0231	DAVIES, KEN	OD		57	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-0454	ZACHARY, K C	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
<b>Unit 141</b>											
-0198	DARBIN, DUANE	OD		53	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
-9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
<b>Unit 171</b>											
-9996	FIREFIGHTER, D	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00
<b>Station 2</b>											
<b>Unit 102</b>											
-0222	HOGG, JOHN	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00

Showing Schedule: **CFD03** 48/96 after 9/4/2006

Shifts & Staff Status At: 01/26/2008 09:10:53 Now

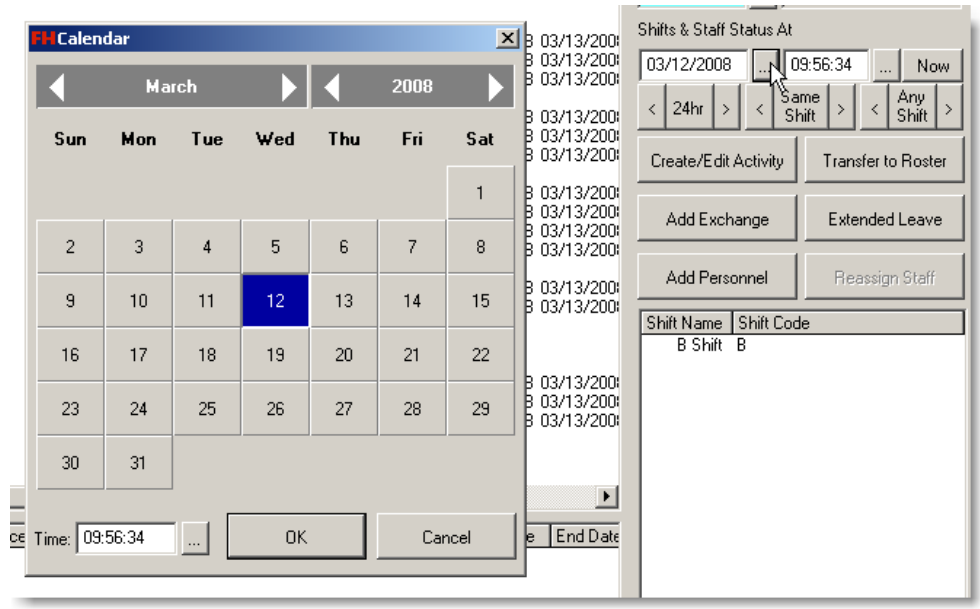
< 24hr > < Same Shift > < Any Shift >

Buttons: Create/Edit Activity, Transfer to Roster, Add Exchange, Extended Leave, Add Personnel, Reassign Staff

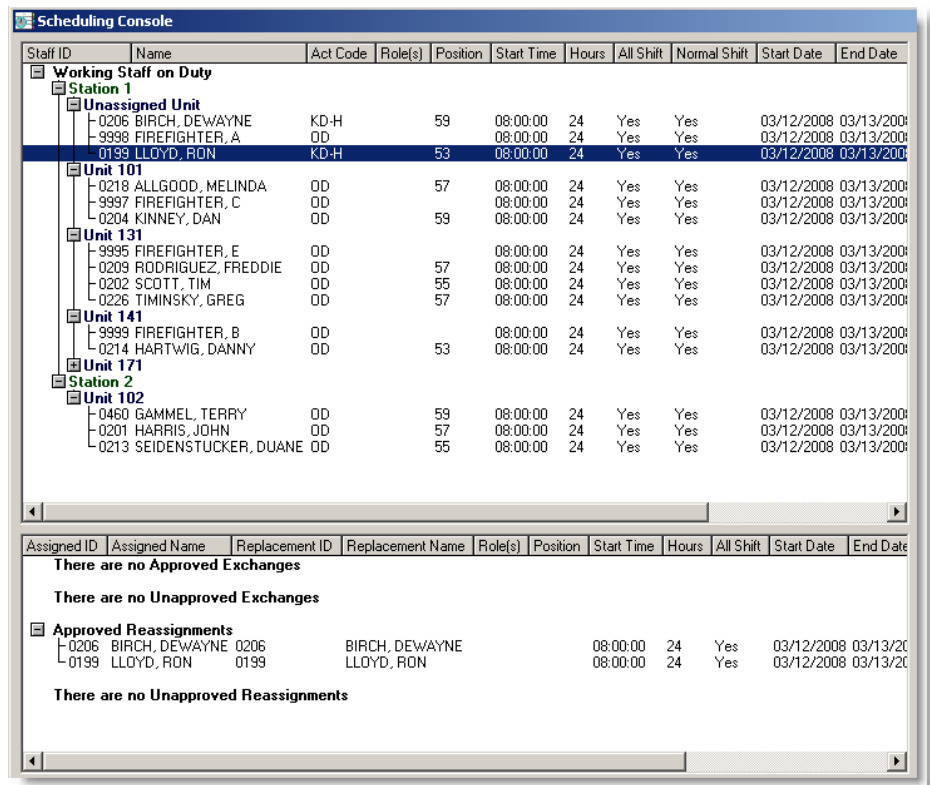
Shift Name: C Shift, Shift Code: C

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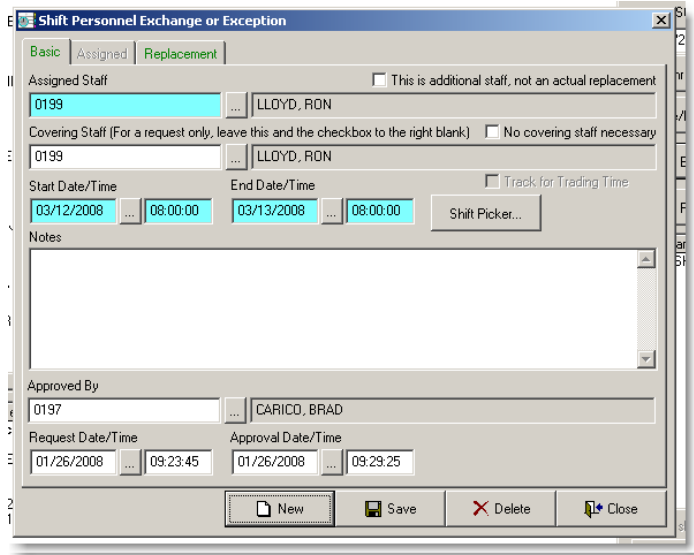
- Using the calendar button, go to the date that the member has selected to move.



- After you get to the scheduled date you need to move you can open the entry two different ways. First you find the entry in the **Unassigned Unit** section at the top of the schedule console or in the **Approved Reassignments** section in the bottom part of the schedule console. Highlight the individual in either location and double click on the entry.



- After the **Shift Personnel Exchange or Exception** screen opens, you can change the dates on the **Start Date/Time** and the **End Date/Time** fields. **Make sure that the dates are one day apart!** You do not need to change the time fields in this process. After you changed the dates select **Save** and then **Close** to finish.

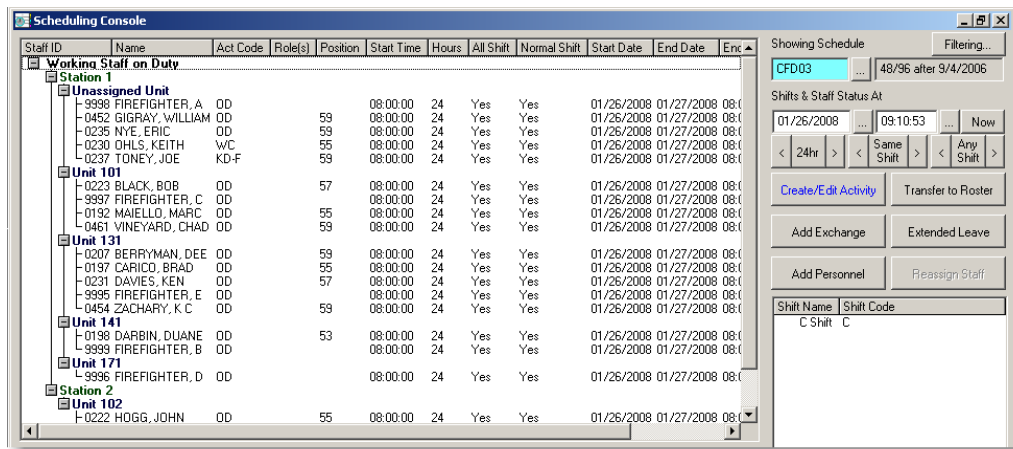
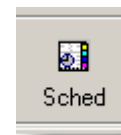


If you want to verify that the approved date has moved successfully, use the **Calendar** button and go to the date where the exchange was moved to. Check in the **Approved Reassignments** section at the bottom of the scheduling console for the staff member's name.

## Deleting Previously Selected Personal Leave, Kelly Day or Workmen's Compensation Date

It is also a fact of life that personnel at some point will cancel dates that have already been entered into the schedule module. If a staff member decides to cancel a personal leave or Kelly Day all that is needed is open the approved exchange and delete the exchange.

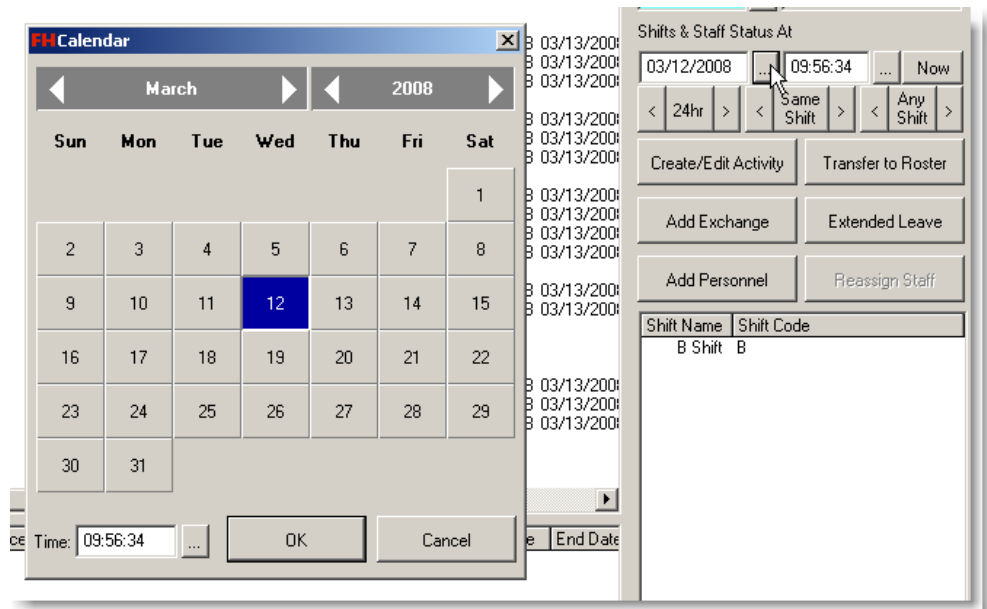
- Open the Schedule module by selecting the **Sched** button on the main Firehouse taskbar. When the schedule module opens the screen should appear like the one below.



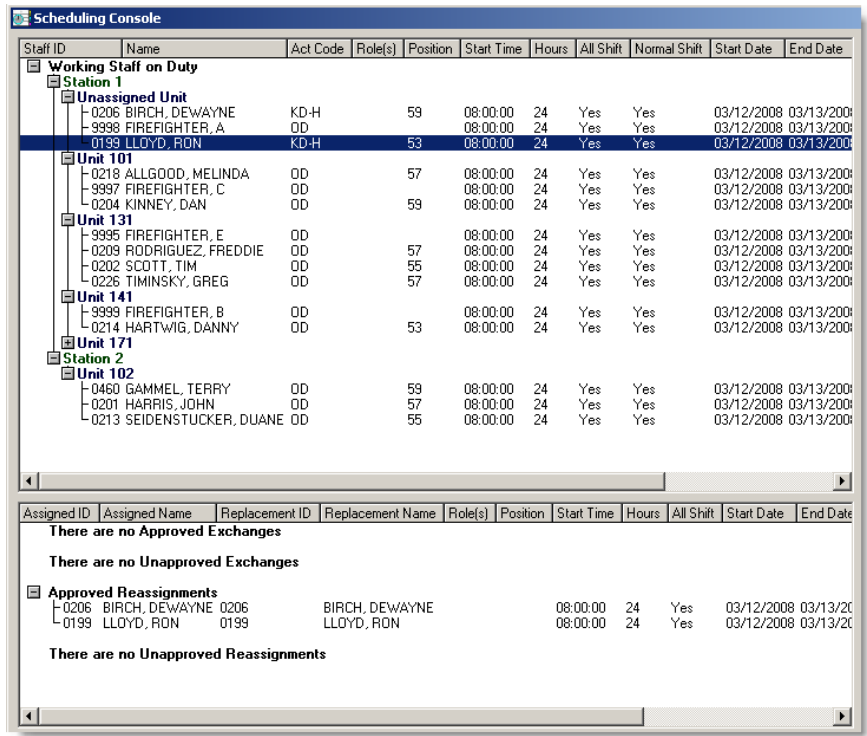


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- Using the calendar button, go to the date that the member has selected to move.



- After you get to the scheduled date you need to move you can open the entry two different ways. First you find the entry in the **Unassigned Unit** section at the top of the schedule console or in the **Approved Reassignments** section in the bottom part of the schedule console. Highlight the individual in either location and double click on the entry.



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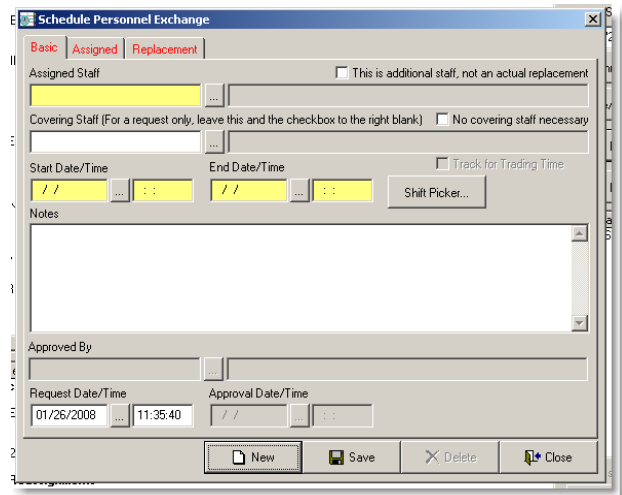
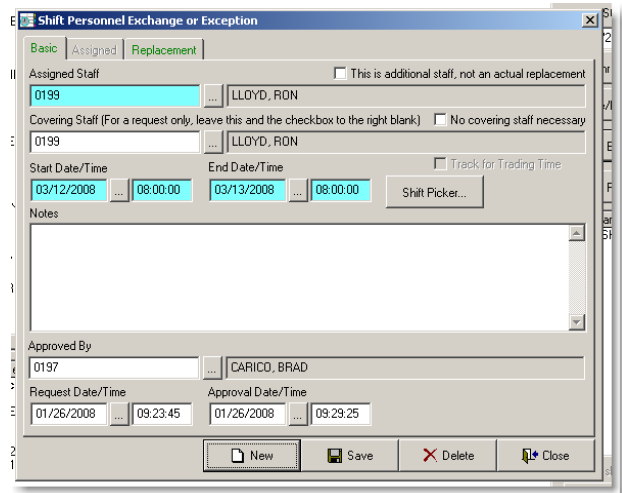
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4. After the **Shift Personnel Exchange or Exception** screen opens, select the **Delete** button to delete the entered date from the schedule module. All fields in the **Shift Personnel Exchange or Exception** screen will be emptied. Select the **Close** button to return to the schedule console.

The top picture on the right shows what the screen will look like when you open it and prior to deleting the record.

The bottom picture on the right is what the screen should look like after you have deleted the record.

Select **Close** to return to the scheduling console.



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- After the exchange has been deleted the staff member will be returned to his normally assigned station and unit in the schedule module. Additionally the exchange is deleted from the **Approved Reassignments** section in the bottom screen.

Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date
<b>Working Staff on Duty</b>										
<b>Station 1</b>										
<b>Unassigned Unit</b>										
L-0206	BIRCH, DEWAYNE	KD-H		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-9998	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
<b>Unit 101</b>										
L-0218	ALLGOOD, MELINDA	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-0204	KINNEY, DAN	OD		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-0199	LLOYD, RON	OD		53	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
<b>Unit 131</b>										
L-9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-0209	RODRIGUEZ, FREDDIE	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-0202	SCOTT, TIM	OD		55	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-0226	TIMINSKY, GREG	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
<b>Unit 141</b>										
L-9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-0214	HARTWIG, DANNY	OD		53	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
<b>Station 2</b>										
<b>Unit 102</b>										
L-0460	GAMMEL, TERRY	OD		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-0201	HARRIS, JOHN	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
L-0213	SEIDENSTUCKER, DUANE	OD		55	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008

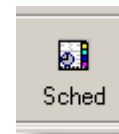
  

Assigned ID	Assigned Name	Replacement ID	Replacement Name	Role(s)	Position	Start Time	Hours	All Shift	Start Date	End Date
<b>There are no Approved Exchanges</b>										
<b>There are no Unapproved Exchanges</b>										
<b>Approved Reassignments</b>										
L-0206	BIRCH, DEWAYNE	0206	BIRCH, DEWAYNE			08:00:00	24	Yes	03/12/2008	03/13/2008
<b>There are no Unapproved Reassignments</b>										

## Scheduling Split Activities for Personnel during a Shift

In the Schedule module it is possible to schedule personnel for multiple activities through out their normally assigned shift.

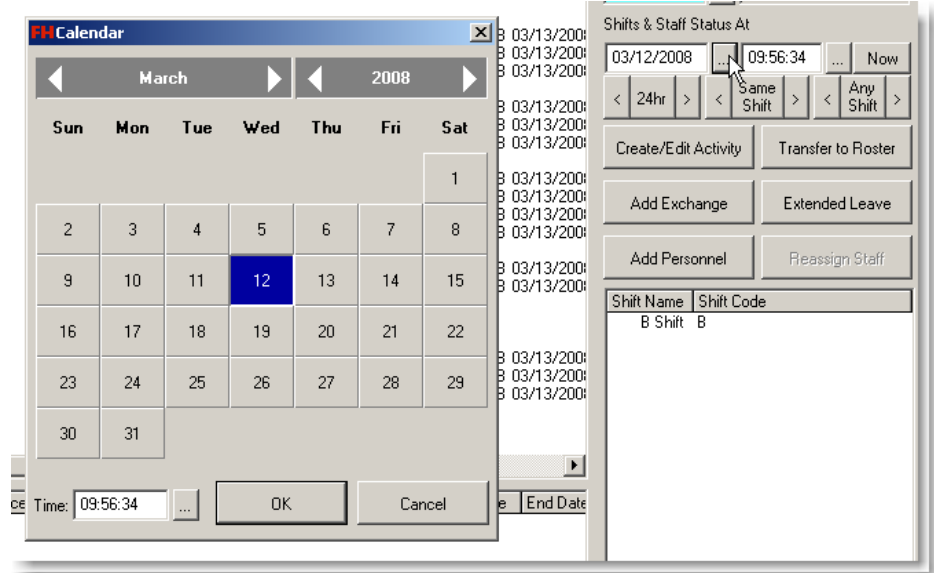
- Open the Schedule module by selecting the **Sched** button on the main Firehouse taskbar. When the schedule module opens the screen should appear like the one below.



Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date
<b>Working Staff on Duty</b>										
<b>Station 1</b>										
<b>Unassigned Unit</b>										
L-9998	FIREFIGHTER, A	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0452	GIGRAY, WILLIAM	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0235	NYE, ERIC	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0230	OHLS, KEITH	W/C		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0237	TONEY, JOE	KD-F		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
<b>Unit 101</b>										
L-0223	BLACK, BOB	OD		57	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0192	MAIELLO, MARC	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0461	VINEYARD, CHAD	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
<b>Unit 131</b>										
L-0207	BERRYMAN, DEE	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0197	CARICO, BRAD	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0231	DAVIES, KEN	OD		57	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-0454	ZACHARY, K C	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
<b>Unit 141</b>										
L-0198	DARBIN, DUANE	OD		53	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
L-9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
<b>Unit 171</b>										
L-9996	FIREFIGHTER, D	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00
<b>Station 2</b>										
<b>Unit 102</b>										
L-0222	HOGG, JOHN	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008 08:00:00

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- Using the calendar button, go to the date where the selected staff member will have multiple activities.



- If you are going to be assigning the staff member to another unit in this process, highlight the staff member's name and using the drag and drop method, drag the staff members name to the desired apparatus in the **Working Staff on Duty** section of the schedule console screen.

If not, using the drag and drop method, drag the staff members name onto their same unit in the **Working Staff on Duty** section of the console screen.

Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date
<b>Working Staff on Duty</b>										
Station 1										
Unassigned Unit										
-0206	BIRCH, DEWAYNE	KD-H		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-9998	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
Unit 101										
-0218	ALLGOOD, MELINDA	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-0204	KINNEY, DAN	OD		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-0199	LLOYD, RON	OD		53	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
Unit 131										
-9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-0209	RODRIGUEZ, FREDDIE	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-0202	SCOTT, TIM	OD		55	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-0226	TIMINSKY, GREG	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
Unit 141										
-9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-0214	HARTWIG, DANNY	OD		53	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
Unit 171										
Station 2										
Unit 102										
-0460	GAMMEL, TERRY	OD		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-0201	HARRIS, JOHN	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
-0213	SEIDENSTUCKER, DUANE	OD		55	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
All Involved Staff										
Station 1										

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4. The **Shift Personnel Reassignment or Addition** screen will open up as shown. Enter the activity code for the first part of the shift that the staff member is being scheduled for. Enter the appropriate **Activity Code** and enter your **Shift** designator to enter all approval information. Change the **End Date** to match the **Start Date** and then change the ending time to reflect the time the staff member would be back on shift. After all information has been entered select **Save** and then **Close** to close the screen and return to the schedule module.

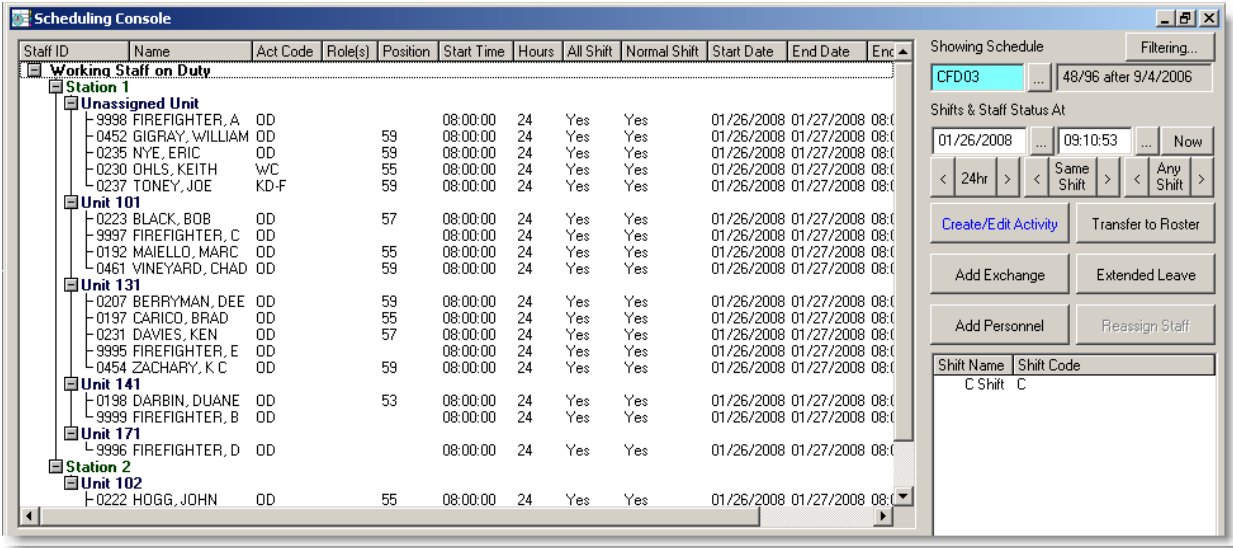
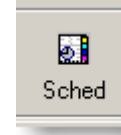
5. After saving and closing the reassignment the staff member will be listed under their assigned unit with the number of hours listed in the hour's column for each entry that was made with their staff ID.

You can split a staff member's activities as many times as needed through out the shift. Using this method the date/time tracking, on the right hand side of the screen, will give an accurate schedule for the shift time period.

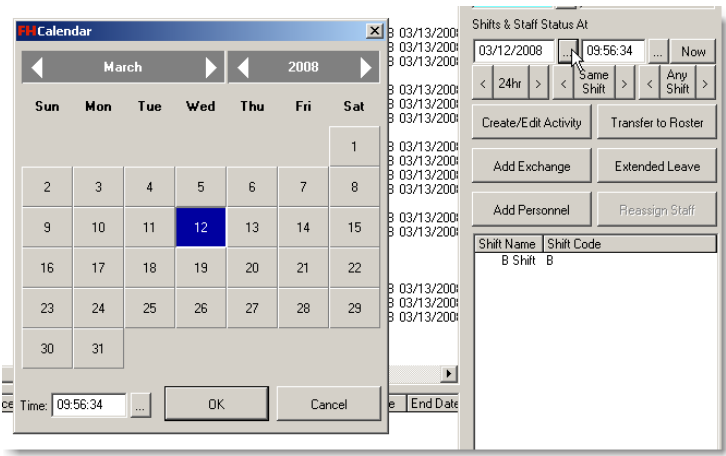
Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date
<b>Working Staff on Duty</b>										
<b>Station 1</b>										
<b>Unassigned Unit</b>										
0206	BIRCH, DEWAYNE	KD-H		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
9998	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
<b>Unit 101</b>										
0218	ALLGOOD, MELINDA	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
0204	KINNEY, DAN	OD		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
0199	LLOYD, RON	OD		53	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
<b>Unit 131</b>										
9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
0209	RODRIGUEZ, FREDDIE	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
0202	SCOTT, TIM	OD		55	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
0226	TIMINSKY, GREG	OD-T		57	08:00:00	10	No	Yes	03/12/2008	03/12/2008
0226	TIMINSKY, GREG	OD		57	18:00:00	14	No	No	03/12/2008	03/13/2008
<b>Unit 141</b>										
9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
0214	HARTWIG, DANNY	OD		53	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
<b>Station 2</b>										
<b>Unit 102</b>										
0460	GAMMEL, TERRY	OD		59	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
0201	HARRIS, JOHN	OD		57	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
0213	SEIDENSTUCKER, DUANE	OD		55	08:00:00	24	Yes	Yes	03/12/2008	03/13/2008
<b>All Involved Staff</b>										

## Entering Personal Trades

1. Open the Schedule module by selecting the **Sched** button on the main Firehouse taskbar. When the schedule module opens the screen should appear like the one below.



2. Using the calendar button, go to the date where the selected staff member will have multiple activities.



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3. Select and double click the staff member requesting the trade.

Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date	Enc
<b>Working Staff on Duty</b>											
<b>Station 1</b>											
<b>Unassigned Unit</b>											
-9998	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0452	GIGRAY, WILLIAM	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0235	NYE, ERIC	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0230	OHLIS, KEITH	WC		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0237	TONEY, JOE	KD-F		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
<b>Unit 101</b>											
-0223	BLACK, BOB	OD		57	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0192	MAIELLO, MARC	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0451	VINEYARD, CHAD	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
<b>Unit 131</b>											
-0207	BERRYMAN, DEE	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0137	CARICO, BRAD	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0231	DAVIES, KEN	OD		57	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-0454	ZACHARY, K C	OD		59	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
<b>Unit 141</b>											
-0198	DARBIN, DUANE	OD		53	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
-9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
<b>Unit 171</b>											
-9996	FIREFIGHTER, D	OD			08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00
<b>Station 2</b>											
<b>Unit 102</b>											
-0222	HOGG, JOHN	OD		55	08:00:00	24	Yes	Yes	01/26/2008	01/27/2008	08:00:00

4. This will open the **Shift Personnel Exchange or Exception** screen. Enter the staff ID number of the person covering the trade for this shift in the **Covering Staff** field. Also check the **Track for Trading Time** check box. If the trade is less than 24 hours in length, adjust the **End Date/Time** field to reflect the date and time the trade is to end.

5. Next select the **Assigned** tab. Enter the activity code **PTW** for personal trade worked for the staff member working the trade.

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6. Next select the **Replacement** tab. Enter the activity code **PTO** for personal trade off for the staff member that is off on the trade. In the **Position** field enter the code for the position that the staff member will be working during the trade. Also enter the shift designator to enter all approval information. Select **Save** and then **Close** to complete the exchange entry.

7. In the **Working Staff on Duty** screen you should see something similar to the picture below.

Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End D
<b>Working Staff on Duty</b>										
<b>Station 1</b>										
<b>Unassigned Unit (1 53, 2 57, 1 59, 5 total personnel)</b>										
0231	DAVIES, KEN	DD-SA		57	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
9998	FIREFIGHTER, A	OD			08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
0214	HARTWIG, DANNY	PL		53	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
0216	REYNA, JESUS	PL		59	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
0226	TIMINSKY, GREG	PL		57	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
<b>Unit 101 (1 55, 1 57, 1 59, 4 total personnel)</b>										
9997	FIREFIGHTER, C	OD			08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
0209	RODRIGUEZ, FREDDIE	OD		57	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
0202	SCOTT, TIM	OD		55	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
0461	VINEYARD, CHAD	OD		59	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
<b>Unit 105</b>										
9994	FIREFIGHTER, F	OD			08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
<b>Unit 131</b>										
9995	FIREFIGHTER, E	OD			08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
<b>Unit 141 (1 53, 2 total personnel)</b>										
9999	FIREFIGHTER, B	OD			08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
0199	LLOYD, RON	OD		53	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
<b>Unit 171 (1 57, 1 59, 3 total personnel)</b>										
0457	BAILEY, ROB	OD		57	08:00:00	24	Yes	Yes	12/24/2008	12/25/2008
0210	CARICO, RICHARD	PTW		59	08:00:00	24	Yes	No	12/24/2008	12/25/2008
9996	FIREFIGHTER, D	OD			08:00:00	24	Yes	Yes	12/24/2008	12/25/2008

In the **All Involved Staff** screen you should see something similar to the picture below.

Staff ID	Name	Act Code	Role(s)	Position	Start Time	Hours	All Shift	Normal Shift	Start Date	End Date
<b>All Involved Staff</b>										
<b>Station 1</b>										
<b>Unassigned Unit (1 53, 2 57, 1 59, 5 total personnel)</b>										
0231	DAVIES, KEN	DD-SA		57	08:00:00	24		Yes	12/24/2008	12/25/2008
9998	FIREFIGHTER, A	OD			08:00:00	24		Yes	12/24/2008	12/25/2008
0214	HARTWIG, DANNY	PL		53	08:00:00	24		Yes	12/24/2008	12/25/2008
0216	REYNA, JESUS	PL		59	08:00:00	24		Yes	12/24/2008	12/25/2008
0226	TIMINSKY, GREG	PL		57	08:00:00	24		Yes	12/24/2008	12/25/2008
<b>Unit 101 (1 55, 1 57, 1 59, 4 total personnel)</b>										
9997	FIREFIGHTER, C	OD			08:00:00	24		Yes	12/24/2008	12/25/2008
0209	RODRIGUEZ, FREDDIE	OD		57	08:00:00	24		Yes	12/24/2008	12/25/2008
0202	SCOTT, TIM	OD		55	08:00:00	24		Yes	12/24/2008	12/25/2008
0461	VINEYARD, CHAD	OD		59	08:00:00	24		Yes	12/24/2008	12/25/2008
<b>Unit 105</b>										
9994	FIREFIGHTER, F	OD			08:00:00	24		Yes	12/24/2008	12/25/2008
<b>Unit 131</b>										
9995	FIREFIGHTER, E	OD			08:00:00	24		Yes	12/24/2008	12/25/2008
<b>Unit 141 (1 53, 2 total personnel)</b>										
9999	FIREFIGHTER, B	OD			08:00:00	24		Yes	12/24/2008	12/25/2008
0199	LLOYD, RON	OD		53	08:00:00	24		Yes	12/24/2008	12/25/2008
<b>Unit 171 (1 57, 1 59, 3 total personnel)</b>										
0457	BAILEY, ROB	OD		57	08:00:00	24		Yes	12/24/2008	12/25/2008
0206	BIRCH, DEWAYNE	PTO		59	08:00:00	24		No	12/24/2008	12/25/2008
0210	CARICO, RICHARD	PTW		59	08:00:00	24		No	12/24/2008	12/25/2008
9996	FIREFIGHTER, D	OD			08:00:00	24		Yes	12/24/2008	12/25/2008

Assigned ID	Assigned Name	Replacement ID	Replacement Name	Role(s)	Position	Start Time	Hours	All Shift	Start Date	End
<b>There are no Assignments Not Covered</b>										
<b>Approved Exchanges</b>										
L-0206	BIRCH, DEWAYNE	0210	CARICO, RICHARD		59	08:00:00	0	Yes	12/24/2008	12/25/2008