

How Do I Add The Work Code Special Event Into The Client Version

The Special Event Work Code is available to employees who have worked an approved Special Event and have been authorized by the FF Union. In this section we will address how to add the Special Event Work Code only in the Client Version. For directions in Webstaff see other location.

Once you have successfully signed into Telestaff proceed to the date on your calendar that the Special Event was worked. Highlight the day so it turns blue in color and right click the mouse. In the popup menu that appears select the "ADD" option. A new window will come alive titled "Add". In this window there will be two tabs at the top titled General and Roster. The default will always open in the General tab. Located across the bottom are three tabs to assist with committing or cancelling your request. With-in the general tab there is three sections. Each section will be explained here.

- ❖ Action
- ❖ Records
- ❖ Issues (?)

Action:

The Action section displays:

1. **Name** - the current user's name defaults because its your calendar
2. **Work Code** – select Special Event work code from the drop-down selections provided.
3. Optional drop-down – is not required for this work code.
4. **Where** - optional – is not required with this work code.
5. **From, Through, Hours** - enter a From starting time and a Through end time in the input fields. The total time is calculated in the Hours field. The default will appear as your normally assigned start and finish time.(Please note: In accordance with Department policy, these times should be the hours you expect to be compensated for (ie, including minimums and travel time, where applicable)).
6. **Note – IS A REQUIRED FIELD.** In this area the PBCFR permit number **must** be displayed first, followed by the name of the event worked. (ie,13-02 XYZ event) The permit number will be posted along with the event on the Union website at the time you signed up for the event.
7. **Account** - optional - is not required for this work code.

The screenshot shows a software application window titled "Add" with a blue header bar. Below the header are tabs for "General" and "Roster". The "Action" section is active, showing a form with the following fields:

- Name: Adams, Michael S.
- Work Code: Special Event
- Note: (empty)
- Where: <none>
- Account: N
- From: 07:30
- Through: 07:30
- Hours: 24

Below the form is a table with the following data:

Records	Date	Issues
<input type="checkbox"/> 11/06/2012	11/06/2012	Please select the correct shift and battalion on the roster tab

At the bottom of the window are buttons for "OK", "Apply", and "Cancel".

Records:

In this area will be listed the date selected for the work code. When all the information in the “Add” window as been filled out completely, this check box must be selected to activate the OK button.

Date:

In the case where multiple records were selected for data input, this field would identify which date in the records field the issue attached was referencing. In this example the current date is selected

Issues (?):

. In some cases, the issues need correction before the action is completed. In this case the issue states the need is to “Please select the correct shift and battalion on the roster tab”.

The *Add* action dialog box allows personnel to create events or actions to the Calendar, Roster and Duty Roster.

In the roster tab, the default view will be the assignment of the person who's calendar has been accessed. When adding information for Special Events, there will be two areas to be concerned with in this tab. The first one will be the shift drop down.

SHIFT - Special Event Shift

The screenshot shows a dialog box titled "Add" with a "Roster" tab selected. The "Shift" dropdown menu is highlighted with an arrow pointing to "A Shift". Other dropdown menus are visible, including "Institution" (Palm Beach County Fire Rescue), "Agency" (*Palm Beach County Fire Rescue), "Battalion" (*Battalion 2), "Station" (*Station 20), "Unit" (*Attached 20), "Position" (*../Attached 20/Firefighter #1), and "Special Deploy" (<none>). The dialog box has "OK", "Apply", and "Cancel" buttons at the bottom.

The second one will be Battalion.

BATTALION – Special Event

The screenshot shows the same "Add" dialog box with the "Roster" tab selected. The "Battalion" dropdown menu is highlighted with an arrow pointing to "*-Special Event". The "Shift" dropdown is now set to "-Special Event Shift". Other dropdown menus include "Institution" (Palm Beach County Fire Rescue), "Agency" (*Palm Beach County Fire Rescue), "{Station}" (* <none>), "{Unit}" (* <none>), "{Position}" (* <none>), and "Special Deploy" (<none>). The dialog box has "OK", "Apply", and "Cancel" buttons at the bottom.

When both of those fields have been configured to read as shown, return to the general tab. Do a final review of the information in this tab to ensure that the time, date and work codes are correct and check the box in the "Records" section. The OK button should be live and can be selected now for you to commit your request into Telestaff.

The screenshot shows the 'Add' dialog box with the following fields and values:

- Name: Adams, Michael S.
- Work Code: Special Event
- Note: (empty)
- Where: <none>
- Account: N
- From: 07:30
- Through: 07:30
- Hours: 24

The 'Records' section contains a table with the following data:

Records	Date	Issues
<input type="checkbox"/>	11/06/2012	Please select the correct shift and battalion on the roster tab

Buttons at the bottom: OK, Apply, Cancel.