

Grant Activity Reporting and Scheduling – G.A.R.S.

GARS Supervisor Role Instructions

Landing Page Tab Overview:

Landing Page:

GRANT ACTIVITY REPORTING & SCHEDULING

Home Active Events Event Worksheet Create Event Event Template My Event Information

23 [Events With Opening](#)

0 [Incomplete Events](#)

[Search For Workers](#)

[All Personnel Report](#)

0 [View](#) [Create](#)

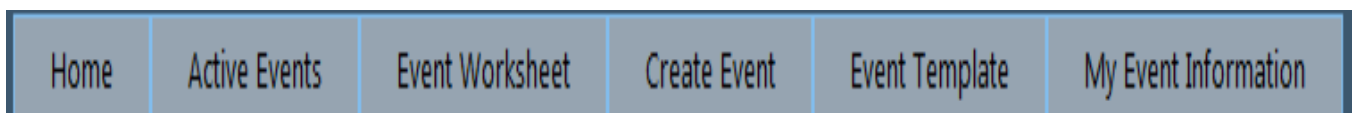
[Reports](#)

Assignment Information

EventID	Date	Day	Start Time	Event	Pos Count	Assig Count	Opening	Signed-up	Visible	Staff	View
215	10/01/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
216	10/02/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
217	10/03/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
218	10/04/20	Sun	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
219	10/07/20	Wed	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
220	10/08/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
221	10/09/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
222	10/10/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
223	10/11/20	Sun	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
224	10/14/20	Wed	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
225	10/15/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
226	10/16/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
227	10/17/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
228	10/18/20	Sun	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
229	10/21/20	Wed	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View

1 2

Top Tabs:



- **Home** – Basic information about the active assignments and tab selection. Similar to **EVENT INQUIRY DISPLAY** in mainframe
- **Active Events** – By selecting an event from the dropdown, this is where you will find the assignment shell information, status of officers, cost and other information related to the assignment. Combines mainframe functions

EVENT MAINTAINENCE

EVENT ROSTER MAINTAINENCE

- **Event Worksheet** – Gives the ability to print, create or change the worksheet. This is the same format as in Patrol Activity system
- **Create Event** – to create new events once they have been built in the template tab, then it's just selecting the appropriate information from the dropdowns.
- **Event Template** – build completely new events by filling in the required information. Once the template has been built, creating daily assignments becomes much simpler.
- **My Event Information** – Displays the supervisors assignment information

Left Page Tabs

The screenshot shows a software interface with a top navigation bar containing tabs: Home, Active Events, Event Worksheet, Create Event, Event Template, and My Event Information. On the left side, there is a sidebar with several buttons: '23 Events With Opening', '0 Incomplete Events', 'Search For Workers', 'All Personnel Report', '0 View Create', and 'Reports'. The 'Events With Opening' button is highlighted with a red circle. The main content area displays a table titled 'Assignment Information'.

EventID	Date	Day	Start Time	Event	Pos Count	Assig Count	Opening	Signed-up	Visible		
215	10/01/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
216	10/02/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
217	10/03/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
218	10/04/20	Sun	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
219	10/07/20	Wed	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
220	10/08/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
221	10/09/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
222	10/10/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
223	10/11/20	Sun	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
224	10/14/20	Wed	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
225	10/15/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
226	10/16/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
227	10/17/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View

- The **'Events With Opening'** tab will only show assignments that have openings
- The **'Incomplete Events'** tab will show only assignments that still need to be completed and invoiced
- The **'Search For Workers'** can either pull up the officers information, directly place them in an assignment or place them in queue for potential download

- The **'All Personnel Report'** tab will show how many hours officers have accumulated in the system
- The **'View** and **Create'** selections create the invoices for payroll
- The **'Reports'** tab provides stats such as costs, man-hours, avg cost per hour

In Depth Instruction

HOME: Landing page

GRANT ACTIVITY REPORTING & SCHEDULING

Home Active Events Event Worksheet Create Event Event Template My Event Information

23 [Events With Opening](#)

0 [Incomplete Events](#)

[Search For Workers](#)

[All Personnel Report](#)

0 [View](#) [Create](#)

[Reports](#)

Assignment Information

EventID	Date	Day	Start Time	Event	Pos Count	Assig Count	Opening	Signed-up	Visible	Staff	View
215	10/01/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
216	10/02/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
217	10/03/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
218	10/04/20	Sun	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
219	10/07/20	Wed	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
220	10/08/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
221	10/09/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
222	10/10/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
223	10/11/20	Sun	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
224	10/14/20	Wed	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
225	10/15/20	Thu	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
226	10/16/20	Fri	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
227	10/17/20	Sat	11:00 PM	DWI STEP	11	0	11	1	✓	Staff	View
228	10/18/20	Sun	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View
229	10/21/20	Wed	11:00 PM	DWI STEP	11	0	11	0	✓	Staff	View

1 2

Note about Home Tab:

- The assignments will disappear from the home page on the day following the assignment. For example, all 3 assignments on 5/18 will not be displayed on the home page once you log into GARS on the 19th. The assignments must be opened through **'Active Events'**

The column headers for the assignment are:

Assignment Information											
EventID	Event	Date	Day	Start Time	Pos Count	Assig Count	Opening	Signed-up	Visible		
126	CLICK IT OR TICKET - FLEX	5/18/2015	Mon	8:00 PM	5	0	5	0		Staff	View

1. EventID – Unique number associated with a specific event. This number will help you identify a specific assignment when working in the different tabs
2. Event – Name of the assignment
3. Date – Date of assignment
4. Day – Displays the day of the assignment
5. Start Time – Time assignment begins
6. Pos Count – Number of positions
7. Assig Count – Displays the number of people assigned
8. Opening – Displays how many openings for the assignment
9. Signed-up – Shows how many people signed up and are in queue
10. Visible – Confirms if the assignment is visible for officers to see when signing up in GARS.
11. Staff – By selecting **'Staff'**, the computer will load the assignment with officers
12. View – By selecting **'View'**, the shell of the assignment, officers queue, ability to assign event or assign specific officers are displayed. **It's a shortcut to 'Active Events'**

EventID	Event	Date	Day	Start Time	Pos Count	Assig Count	Opening	Signed-up	Visible		
157	CLICK IT OR TICKET PM	5/18/2015	Mon	3:00 PM	6	0	6	14		Assign	View

*If you select **'view'**, the page below appears.....*

Select Event Name:

Select Event

☒ Open
☐ Closed

Event ID: 144
Delete

Name: CLICK IT OR TICKET AM
Edit

Date: 5/19/2015
Edit

Start: 11:00
Edit

Length: 4
Edit

Roll Call: CENTRAL SUB
Edit

Position #: 6
Edit

IO #: 117000000196
Edit

Cost Center: 1710250001
Edit

Pay Rate: 1.50
Edit

Visible:
☒ Yes
☐ No

Complete:
☐ Yes
☒ No

Invoiced:
☐ Yes
☒ No

Invoice:

Create

Print

Signed-Up: 17

Selected: 0

Not Selected: 17

Canceled: 0

Total Time: 00:00

Est. Cost: \$0.00

Run Assign:

Assign

Selected =
☒

Pending =
☐

Not Selected =
☐

Canceled =
☐

SELECTED FOR THE ASSIGNMENT

View Worksheet

There are no workers selected for this event

PENDING OR NOT SELECTED FOR THE ASSIGNMENT

View	Employee	Rank	Sign-up	Status	
View	DAVID GONZALES #1276	Patrolman	4/28/2015 3:45 PM	<input type="checkbox"/>	Assign
View	CARLOS ASEBEDO #1091	Patrolman	4/28/2015 3:56 PM	<input type="checkbox"/>	Assign
View	JENNIFER MORGAN #0423	Patrolman	4/28/2015 7:15 PM	<input type="checkbox"/>	Assign
View	FELICIANO RENDON #0963	Patrolman	4/28/2015 7:20 PM	<input type="checkbox"/>	Assign
View	FELIPE ROBLED0 #0649	Patrolman	4/28/2015 10:06 PM	<input type="checkbox"/>	Assign
View	CLINT TILLER #0921	Patrolman	4/29/2015 6:24 AM	<input type="checkbox"/>	Assign
View	PAUL WOODWARD #1034	Patrolman	4/29/2015 7:38 PM	<input type="checkbox"/>	Assign
View	GARY NEL #0586	Patrolman	4/29/2015 8:25 PM	<input type="checkbox"/>	Assign
View	CHRISTOPHER UPTON #1023	Patrolman	4/29/2015 9:49 PM	<input type="checkbox"/>	Assign
View	ELUTERIO RENDON #0750	Patrolman	4/30/2015 12:16 AM	<input type="checkbox"/>	Assign
View	ROBERT FLATHERS #0745	Patrolman	4/30/2015 3:26 PM	<input type="checkbox"/>	Assign
View	PATRICK DAVIS #1606	Patrolman	4/30/2015 3:51 PM	<input type="checkbox"/>	Assign
View	SCOTT CLARK #0853	Patrolman	5/4/2015 3:53 AM	<input type="checkbox"/>	Assign
View	BENJAMIN JASS #1634	Patrolman	5/5/2015 3:52 PM	<input type="checkbox"/>	Assign
View	JESUS OLIVA #0604	Patrolman	5/5/2015 4:42 PM	<input type="checkbox"/>	Assign
View	OSCAR RAMOS #1651	Patrolman	5/6/2015 11:32 PM	<input type="checkbox"/>	Assign
View	JULIO ORTA #1079	Patrolman	5/7/2015 6:10 AM	<input type="checkbox"/>	Assign

ENTERED NOTES FOR THE EVENT:

There are no notes entered for the event.

ACTIVE EVENTS: Landing page

Home **Active Events** Event Worksheet Create Event Event Template My Event Information

Select Event Name: ☐ Open ☐ Closed

Event ID:

Name:

Date:

Start:

Length:

Roll Call:

Position #:

IO #:

Cost Center:

Pay Rate:

Visible: ☐ Yes ☐ No

Complete: ☐ Yes ☐ No

Signed-Up:

Selected:

Not Selected:

Canceled:

Total Time:

Est. Cost:

Run Assign:

Selected = ☐ Pending = ☐

Not Selected = ☐ Canceled = ☐

SELECTED FOR THE ASSIGNMENT

PENDING OR NOT SELECTED FOR THE ASSIGNMENT

ENTERED NOTES FOR THE EVENT:

There are no notes entered for the event.

Must select an assignment from the dropdown

Home Active Events Event Worksheet Create Event Event

Select Event Name:

157 - 05/18/2015 15:00:00 - CLICK IT OR TICKET PM

143 - 05/18/2015 11:00:00 - CLICK IT OR TICKET AM

126 - 05/18/2015 20:00:00 - CLICK IT OR TICKET - FLEX

158 - 05/19/2015 15:00:00 - CLICK IT OR TICKET PM

144 - 05/19/2015 11:00:00 - CLICK IT OR TICKET AM

127 - 05/19/2015 20:00:00 - CLICK IT OR TICKET - FLEX

159 - 05/20/2015 15:00:00 - CLICK IT OR TICKET PM

145 - 05/20/2015 11:00:00 - CLICK IT OR TICKET AM

128 - 05/20/2015 20:00:00 - CLICK IT OR TICKET - FLEX

160 - 05/21/2015 15:00:00 - CLICK IT OR TICKET PM

Event ID: 157

Name: CLIC

Date: 5/18

Start: 15:0

Length: 4

Roll Call: CEN

Section 1

Once you select an event, the following page is displayed. Let's break the information down on this important page.

Section 3

Select Event Name: 157 - 05/18/2015 15:00:00 - CLICK IT OR TICKET ☒ Open ☐ Closed

Event ID: 157 [Delete](#)
 Name: CLICK IT OR TICKET PM
 Date: 5/18/2015 [Edit](#)
 Start: 15:00 [Edit](#)
 Length: 4 [Edit](#)
 Roll Call: CENTRAL SUB [Edit](#)
 Position #: 6 [Edit](#)
 IO #: 117000000196 [Edit](#)
 Cost Center: 1710250001 [Edit](#)
 Pay Rate: 1.50 [Edit](#)

Visible: ☒ Yes ☐ No
 Complete: ☐ Yes ☒ No
 Invoiced: ☐ Yes ☒ No
 Invoice: [Create](#) [Print](#)

Signed-Up: 17
 Selected: 6
 Not Selected: 11
 Canceled: 0
 Total Time: 24:00
 Est. Cost: \$1,233.97
 Run Assign: [Assign](#)

Selected = Pending =
 Not Selected = Canceled =

SELECTED FOR THE ASSIGNMENT

[View Worksheet](#)

View	Employee	Rank	Sign-up	Status	Start Time	End Time	Total Time	Edit
View	ROBERT TORRES #0884	Patrolman	4/29/2015 7:32 AM		3:00 PM	7:00 PM	4:00	Edit
View	CHRISTOPHER GATES #1350	Patrolman	4/29/2015 7:39 AM		3:00 PM	7:00 PM	4:00	Edit
View	RICARDO PEREZ #1372	Patrolman	4/29/2015 12:10 PM		3:00 PM	7:00 PM	4:00	Edit
View	KEVIN DORSEY #1512	Patrolman	4/29/2015 8:19 PM		3:00 PM	7:00 PM	4:00	Edit
View	GARY NEL #0586	Patrolman	5/8/2015 3:50 PM		3:00 PM	7:00 PM	4:00	Edit
View	CLINT TILLER #0921	Patrolman	5/11/2015 4:14 PM		3:00 PM	7:00 PM	4:00	Edit

PENDING OR NOT SELECTED FOR THE ASSIGNMENT

View	Employee	Rank	Sign-up	Status	
View	CARLOS ASEBEDO #1091	Patrolman	4/28/2015 3:55 PM		Assign
View	WILLIAM BRITTAIN #0212	Patrolman	4/29/2015 6:21 AM		Assign
View	ELUTERIO RENDON #0750	Patrolman	4/30/2015 12:15 AM		Assign
View	ZACHARY WATERS #0013	Patrolman	4/30/2015 7:19 AM		Assign
View	MATTHEW ARMSTRONG #0124	Patrolman	5/1/2015 6:37 AM		Assign
View	EMMANUEL PERALTA #1456	Patrolman	5/4/2015 7:33 PM		Assign
View	ALONZIO HARDIN #0481	Patrolman	5/5/2015 2:54 PM		Assign
View	CHARLES BLACKDEN #0276	Patrolman	5/5/2015 4:55 PM		Assign
View	JERRY WHITSON #0055	Patrolman	5/7/2015 10:02 AM		Assign
View	CHRISTOPHER UPTON #1023	Patrolman	4/29/2015 9:48 PM		Assign
View	DANIEL PAEZ #0514	Patrolman	5/9/2015 3:16 PM		Assign

ENTERED NOTES FOR THE EVENT:

Entered By B. SMITH #0627 on 05/08/2015 -- This assignment was staffed using the GARS program and it worked as planned.

Section 4

Section 5

SECTION 1

Event ID 172 was selected. Notice the radio button **'Open'** and **'Closed'** to the right. There is a separate dropdown selection for 'Open' and 'Closed' assignments. Open assignments are still active and needs to be completed. Once the assignment is complete and has been closed for invoice, then the assignment can be found in the **'Closed'** dropdown menu.

Select Event Name: ☒ Open ☐ Closed

SECTION 2

The information in the event template is shown in this section of the **'Active Events'** page and can be edited if necessary. The **'Delete'** function completely eliminates the record from the system and neither the assignment nor the information can be retrieved.

The **'Visible'** button allows the creator to make the assignment visible or hidden on the officer's home page

'Complete' – Once an assignment has been updated and is ready to be paid, select 'yes'. The event becomes locked at this point. **To unlock, simply select 'no'**

To manually staff the assignment at anytime, click here

Event ID:	157	<input type="button" value="Delete"/>
Name:	CLICK IT OR TICKET PM	
Date:	5/18/2015	<input type="button" value="Edit"/>
Start:	15:00	<input type="button" value="Edit"/>
Length:	4	<input type="button" value="Edit"/>
Roll Call:	CENTRAL SUB	<input type="button" value="Edit"/>
Position #:	7	<input type="button" value="Edit"/>
IO #:	117000000196	<input type="button" value="Edit"/>
Cost Center:	1710250001	<input type="button" value="Edit"/>
Pay Rate:	1.50	<input type="button" value="Edit"/>
Visible:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Complete:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<hr/>		
Signed-Up:	18	<input type="button" value="Staff"/>
Selected:	7	
Not Selected:	11	
Canceled:	0	
Total Time:	28:30	
Est. Cost:	\$1,597.50	
Run Assign:		
<hr/>		
Selected =	<input checked="" type="checkbox"/>	Pending = <input type="checkbox"/>
Not Selected =	<input type="checkbox"/>	Canceled = <input type="checkbox"/>

The pems index and police/ personnel codes have been eliminated and the IO and Cost Center numbers are now the accounting information

General sign up counts, time total and cost estimate

Selecting **'Yes'** for **'Complete'** is like finalizing an event in mainframe with FA which would change the status to 'C'. To unlock the assignment, select **'No'** for **'Complete'** and that unlocks the event to allow changes.

Selecting **'Yes'** for **'Invoiced'** permanently locks the assignment since the payment information is sent to financing. It is like the 'X' status in mainframe.

SECTION 3

Since the assignment has not been staffed yet, all officers who signed up (listed by sign up time order) are displayed under the **"PENDING OR NOT SELECTED FOR THE ASSIGNMENT"** section. From here you can load officers individually just by clicking the **'Assign'** button.

TIP

SELECTED FOR THE ASSIGNMENT					View Worksheet
There are no workers selected for this event					
PENDING OR NOT SELECTED FOR THE ASSIGNMENT					
View	Employee	Rank	Sign-up	Status	
View	WAYNE ALSUP #0014	Patrolman	5/5/2015 5:29 PM	?	Assign
View	BRENT SMITH #0627	Patrolman	5/5/2015 5:29 PM	?	Assign
View	CHRISTOPHER GATES #1350	Patrolman	5/5/2015 5:29 PM	?	Assign
View	KENNETH WILLIAMS #0820	Patrolman	5/5/2015 5:30 PM	?	Assign
View	CHARLES BLACKDEN #0276	Patrolman	5/5/2015 5:30 PM	?	Assign
View	JAMES WYATT #1327	Patrolman	5/5/2015 5:31 PM	?	Assign
View	RUDY KIERSTEAD #0495	Patrolman	5/5/2015 5:32 PM	?	Assign
View	JERRY WHITSON #0055	Patrolman	5/5/2015 5:32 PM	?	Assign
View	EFREN ALANIZ #1702	Patrolman	5/5/2015 5:32 PM	?	Assign
View	ZACHARY WATERS #0013	Patrolman	5/5/2015 5:33 PM	?	Assign

Once the assignment has been staffed, those selected officers are moved to the **“SELECTED FOR THE ASSIGNMENT”** section. Those that signed up but weren’t selected remain in the pending / not selected queue.

SELECTED FOR THE ASSIGNMENT								
View	Employee	Rank	Sign-up	Status	Start Time	End Time	Total Time	Edit
View	CLINT TILLER #0921	Patrolman	4/29/2015 6:24 AM	✓	3:00 PM	7:00 PM	4:00	Edit
View	ROBERT TORRES #0884	Patrolman	4/29/2015 7:32 AM	✓	3:00 PM	7:00 PM	4:00	Edit
View	CHRISTOPHER GATES #1350	Patrolman	4/29/2015 7:39 AM	✓	3:00 PM	7:00 PM	4:00	Edit
View	RICARDO PEREZ #1372	Patrolman	4/29/2015 12:10 PM	✓	3:00 PM	7:00 PM	4:00	Edit
View	KEVIN DORSEY #1512	Patrolman	4/29/2015 8:19 PM	✓	3:00 PM	7:00 PM	4:00	Edit
View	GARY NEL #0586	Patrolman	4/29/2015 8:24 PM	✓	3:00 PM	7:00 PM	4:00	Edit
PENDING OR NOT SELECTED FOR THE ASSIGNMENT								
View	Employee	Rank	Sign-up	Status				
View	CARLOS ASEBEDO #1091	Patrolman	4/28/2015 3:55 PM	✗	Assign			
View	WILLIAM BRITTAIN #0212	Patrolman	4/29/2015 6:21 AM	✗	Assign			
View	ELUTERIO RENDON #0750	Patrolman	4/30/2015 12:15 AM	✗	Assign			
View	ZACHARY WATERS #0013	Patrolman	4/30/2015 7:19 AM	✗	Assign			
View	MATTHEW ARMSTRONG #0124	Patrolman	5/1/2015 6:37 AM	✗	Assign			
View	EMMANUEL PERALTA #1456	Patrolman	5/4/2015 7:33 PM	✗	Assign			
View	ALONZIO HARDIN #0481	Patrolman	5/5/2015 2:54 PM	✗	Assign			
View	CHARLES BLACKDEN #0276	Patrolman	5/5/2015 4:55 PM	✗	Assign			
View	JERRY WHITSON #0055	Patrolman	5/7/2015 10:02 AM	✗	Assign			
View	CHRISTOPHER UPTON #1023	Patrolman	4/29/2015 9:48 PM	✗	Assign			

Once the worksheets have been made, you can print them from the **‘Active Events’** page.

There are 2 choices once an officer has been selected to make adjustments - **‘VIEW’** and **‘EDIT’**

SELECTED FOR THE ASSIGNMENT								
View	Employee	Rank	Sign-up	Status	Start Time	End Time	Total Time	Edit
View	WAYNE ALSUP #0014	Patrolman	5/5/2015 5:29 PM	✓	11:00 AM	3:00 PM	4:00	Edit
View	BRENT SMITH #0627	Patrolman	5/5/2015 5:29 PM	✓	11:00 AM	3:00 PM	4:00	Edit
View	CHRISTOPHER GATES #1350	Patrolman	5/5/2015 5:29 PM	✓	11:00 AM	3:00 PM	4:00	Edit

VIEW — Shows the officers information including number of jobs selected, canceled and not selected. In addition it will have a total number of overtime hours in GARS.



Worker Information
CHRISTOPHER GATES #1350
SAP: 00130328
RD: Mon - Tue
DIV: TECHNICAL SERVICE DIVISION
OFF: TRAFFIC A SHIFT
LOC: OTHER
AC: 17-04-02

Contact Information
W Email: Christopher.Gates@sanantonio.gov
P Email: Unknown
Work: Unknown
Home: 2215994
Mobile: Unknown
Other: Unknown

LAST 5 EVENTS SELECTED TO WORK

ID	Event	Event Date	Sign-up	Total Time
172	SPEED AM	6/1/2015	5/5/2015 5:29 PM	4:00

Listed stats are for all events worked in the current fiscal year

Total Time: 04:00
Canceled Job: 0

Jobs Selected: 1
Not Selected: 0

Worker Info Page

TIP

Select '**Worker Info Page**' to see the officer's individual sign up page. From here you can cancel an officer's sign up request or an assignment by clicking the red 'X'. A confirmation pop up will appear (See 1 and 2 below).

Sort & Print Worker Information										
Sort:	Last 60 Days				Print All Signup			Print Schedule		
Event ID	Event	Date	Status	Sign-up	Start Time	End Time	Total Time	Est Pay	Complete	
180	SPEED AM	5/11/2015	✓	5/8/2015 11:39 AM	11:00AM	3:00PM	4:00	\$0.00	\$	X
177	SPEED AM	6/1/2015	✓	5/8/2015 11:16 AM	11:00AM	3:00PM	4:00	\$0.00	\$	X

1) – If canceled 5 days or more from the date of assignment. 2) - If canceled less than 5 days of the assignment, a reason for canceling must be stated.

1

Worker Information:
The event for VICTOR TREVINHO #1366 has been deleted. The signup information was moved to the tblEventPersonnelDeleted for future reference

2

Cancel Assignment:
THE ASSIGNMENT IS SCHEDULED LESS THAN 5 DAYS. IF YOU SELECT CANCEL, THE JOB WILL BE COUNTED TOWARDS THE OFFICERS TIME. IF YOU SELECT DELETE, THE RECORD IS REMOVED FROM THE DATABASE AND THE JOB IS NOT COUNTED. IF CANCEL IS SELECTED, PLEASE ENTER A REASON.
Event ID: 182
Event: SPEED AM
Event Date: 5/12/2015
*Enter the reason you are canceling the assignment
Reason for Canceling:

Close Delete Officer Cancel Officer

TIP

EDIT - Update officer's start and end times. Through 'Edit' you may also cancel or delete the officer from this page.

SELECTED FOR THE ASSIGNMENT								View Worksheet
View	Employee	Rank	Sign-up	Status	Start Time	End Time	Total Time	Edit
View	WAYNE ALSUP #0014	Patrolman	5/5/2015 5:29 PM	✓	11:00 AM	3:00 PM	4:00	Edit
View	BRENT SMITH #0627	Patrolman	5/5/2015 5:29 PM	✓	11:00 AM	3:00 PM	4:00	Edit
View	CHRISTOPHER GATES #1350	Patrolman	5/5/2015 5:29 PM	✓	11:00 AM	3:00 PM	4:00	Edit

THE 'CANCEL/DELETE' FEATURE MAY BE REMOVED FROM THE EDIT PAGE BUT FOR NOW YOU CAN USE IT

To cancel an officer assigned to an event, select 'edit', click on 'Cancel/Delete', list a reason and pick either the 'cancel or delete assignment' button. If 'cancel' is selected, then the hours count against the officer if he is removed less than 5 days from the assignment. If 'delete' is selected, the officer is completely removed from the database and the hours do not count against him. In mainframe, **cancel** is like using EA and **delete** is like using **.

Edit Workers Event Info



CHRISTOPHER GATES #1350

SAP: 00130328

RD: Mon - Tue

DIV: TECHNICAL SERVICE DIVISION

OFF: TRAFFIC A SHIFT

LOC: OTHER

AC: 17-04-02

START & STOP FOR SPEED AM

Start Date:	6/1/2015	Start Time:	11:00
End Date:	6/1/2015	End Time:	15:00

ACTUAL WORKER START & STOP TIMES

Example: 10/31/2014 *Example: 10:45*

Start Date:	<input type="text" value="06/01/2015"/>	Start Time:	<input type="text" value="11:00"/>
End Date:	<input type="text" value="06/01/2015"/>	End Time:	<input type="text" value="15:00"/>

You must click Submit button to save times to the Database

Cancel Assignment:

×

THE ASSIGNMENT IS SCHEDULED LESS THAN 5 DAYS. IF YOU SELECT **CANCEL**, THE JOB WILL BE COUNTED TOWARDS THE OFFICERS TIME. IF YOU SELECT **DELETE**, THE RECORD IS REMOVED FROM THE DATABASE AND THE JOB IS NOT COUNTED. IF **CANCEL** IS SELECTED, PLEASE ENTER A REASON.

Event ID:

182

Event:

SPEED AM

Event Date:

5/12/2015

Reason for Canceling:

*Enter the reason you are canceling the assignment

Close

Delete Officer

Cancel Officer

SECTION 4 - It's a simple legend of the officer's status

Selected =

✓

Pending =

?

Not Selected =

—

Canceled =

×

SECTION 5 – Notes written from the **Worksheet** page are displayed here.

ENTERED NOTES FOR THE EVENT:

Entered By B. SMITH #0627 on 05/08/2015 -- This assignment was staffed using the GARS program and it worked as planned.

EVENT Worksheet: Landing Page

Home Active Events **Event Worksheet** Create Event Event Template My Event Information

Select An Event **Select Event**

Available Of

Selector ☒ Primary ☐ Secondary

Primary Secondary

157 - 05/18/2015 15:00:00 - CLICK IT OR TICKET PM
143 - 05/18/2015 11:00:00 - CLICK IT OR TICKET AM
126 - 05/18/2015 20:00:00 - CLICK IT OR TICKET - FLEX
158 - 05/19/2015 15:00:00 - CLICK IT OR TICKET PM
144 - 05/19/2015 11:00:00 - CLICK IT OR TICKET AM
127 - 05/19/2015 20:00:00 - CLICK IT OR TICKET - FLEX
159 - 05/20/2015 15:00:00 - CLICK IT OR TICKET PM
145 - 05/20/2015 11:00:00 - CLICK IT OR TICKET AM
128 - 05/20/2015 20:00:00 - CLICK IT OR TICKET - FLEX
160 - 05/21/2015 15:00:00 - CLICK IT OR TICKET PM
146 - 05/21/2015 11:00:00 - CLICK IT OR TICKET AM
129 - 05/21/2015 20:00:00 - CLICK IT OR TICKET - FLEX
161 - 05/22/2015 15:00:00 - CLICK IT OR TICKET PM
147 - 05/22/2015 11:00:00 - CLICK IT OR TICKET AM
130 - 05/22/2015 20:00:00 - CLICK IT OR TICKET - FLEX
162 - 05/23/2015 15:00:00 - CLICK IT OR TICKET PM
148 - 05/23/2015 11:00:00 - CLICK IT OR TICKET AM
131 - 05/23/2015 20:00:00 - CLICK IT OR TICKET - FLEX
163 - 05/24/2015 15:00:00 - CLICK IT OR TICKET PM
149 - 05/24/2015 11:00:00 - CLICK IT OR TICKET AM
132 - 05/24/2015 20:00:00 - CLICK IT OR TICKET - FLEX

Once the event is selected, you will see 'Available Officers' and 'Open Post'

Select An Event 157 - 05/18/2015 15:00:00 - CLICK IT OR TICKET PM

Selector ☒ Primary ☐ Secondary

Available Officers Open Post Cmd Buttons Primary Secondary

Select Worker
KEVIN DORSEY #1512
RICARDO PEREZ #1372
CHRISTOPHER GATES #1350
CLINT TILLER #0921
ROBERT TORRES #0884
GARY NEL #0586

Select Post
SUPERVISOR - 1740
ENFORCEMENT - 1741
ENFORCEMENT - 1742
ENFORCEMENT - 1743
ENFORCEMENT - 1744
ENFORCEMENT - 1745
ENFORCEMENT - 1746
ENFORCEMENT - 1747
ENFORCEMENT - 1748
ENFORCEMENT - 1749
ENFORCEMENT - 1784

Pri To WS
Sec To WS

Worker/Notes
Worker Info
Add Event Notes

Reports
Worksheet

There are no filled Post for the event

There are no filled Post for the event

To make the worksheet, simply click a name, click post number and click **'Pri To WS' (Primary to Worksheet)**. The officer moves and is posted under **'Primary'**. Just keep clicking a name, post number and **'Pri To WS'** until all officers are posted.

Select An Event: 157 - 05/18/2015 15:00:00 - CLICK IT OR TICKET PM

Selector: ☒ Primary ☐ Secondary

Available Officers

Select Worker

- KEVIN DORSEY #1512
- RICARDO PEREZ #1372
- CHRISTOPHER GATES #1350
- CLINT TILLER #0921
- ROBERT TORRES #0884
- GARY NEL #0586

Open Post

Select Post

- SUPERVISOR - 1740
- ENFORCEMENT - 1741
- ENFORCEMENT - 1742
- ENFORCEMENT - 1743
- ENFORCEMENT - 1744
- ENFORCEMENT - 1745
- ENFORCEMENT - 1746
- ENFORCEMENT - 1747
- ENFORCEMENT - 1748
- ENFORCEMENT - 1749
- ENFORCEMENT - 1784

Cmd Buttons

Pri To WS

Sec To WS

Worker/Notes

Worker Info

Add Event Notes

Reports

Worksheet

Primary

There are no filled Post for the event

Secondary

There are no filled Post for the event

To post two officers together, click the **'Secondary'** button, click name, post number and then select **'Sec To WS'**

Select An Event: 157 - 05/18/2015 15:00:00 - CLICK IT OR TICKET PM

Selector: ☒ Primary ☐ Secondary

Available Officers

Select Worker

- RICARDO PEREZ #1372
- CHRISTOPHER GATES #1350
- CLINT TILLER #0921
- ROBERT TORRES #0884
- GARY NEL #0586

Open Post

Select Post

- SUPERVISOR - 1740
- ENFORCEMENT - 1742
- ENFORCEMENT - 1743
- ENFORCEMENT - 1744
- ENFORCEMENT - 1745
- ENFORCEMENT - 1746
- ENFORCEMENT - 1747
- ENFORCEMENT - 1748
- ENFORCEMENT - 1749
- ENFORCEMENT - 1784

Cmd Buttons

Pri To WS

Sec To WS

Worker/Notes

Worker Info

Add Event Notes

Reports

Worksheet

Primary

Post	Pri Worker
1741	KEVIN DORSEY #1512

Secondary

Post	Sec Worker
1741	

To change officer's posts, click on the 'X' next to their name and the system moves them back to 'Available Officers'. Then you can repost by clicking name, post number and selecting either 'Pri To WS' or 'Sec To WS'

The screenshot shows the 'Event Worksheet' interface. At the top, there are tabs: Home, Active Events, Event Worksheet, Create Event, and Event Template. Below the tabs, there's a 'Select An Event' dropdown menu showing '172 - 06/01/2015 11:00:00 - SPEED AM'. To the right of the dropdown is a 'Selector' with radio buttons for 'Primary' and 'Secondary'. The main area is divided into several sections: 'Available Officers' (with a 'Select Worker' dropdown showing 'RUDY KIERSTEAD #0495'), 'Open Event Post' (with a 'Select Post' dropdown showing 'ENFORCEMENT - 1791'), 'Cmd Buttons' (with 'Pri To WS' and 'Sec To WS' buttons), 'Worker/Notes' (with 'Worker Info' and 'Add Event Notes' buttons), and 'Reports' (with a 'Worksheet' button). On the right, there are two tables: 'Primary' and 'Secondary'. The 'Primary' table has columns 'Post' and 'Pri Worker' and lists three officers: CHRISTOPHER GATES #1350, BRENT SMITH #0627, and CHARLES BLACKDEN #0276. The 'Secondary' table has columns 'Post' and 'Sec Worker' and lists three officers: JERRY WHITSON #0055 and WAYNE ALSUP #0014. Each officer's name is followed by a red 'X' icon. Callouts provide instructions: 'If someone is listed under 'Available Officers', you can pull up the worker information by clicking their name and selecting 'Worker Info'', 'Notes can be added to the worksheet. For example; heavy rains tonight and light traffic by selecting 'Add Event Notes'', and 'Print worksheets by selecting 'Worksheet''.

Select An Event: 172 - 06/01/2015 11:00:00 - SPEED AM

Selector: Primary Secondary

Available Officers

Select Worker: RUDY KIERSTEAD #0495

Open Event Post

Select Post: ENFORCEMENT - 1791

Cmd Buttons

Pri To WS

Sec To WS

Worker/Notes

Worker Info

Add Event Notes

Reports

Worksheet

Primary

Post	Pri Worker
1791	CHRISTOPHER GATES #1350
1792	BRENT SMITH #0627
1793	CHARLES BLACKDEN #0276

Secondary

Post	Sec Worker
1791	
1792	JERRY WHITSON #0055
1793	WAYNE ALSUP #0014

If someone is listed under 'Available Officers', you can pull up the worker information by clicking their name and selecting 'Worker Info'

Notes can be added to the worksheet. For example; heavy rains tonight and light traffic by selecting 'Add Event Notes'

Print worksheets by selecting 'Worksheet'

How To:

1. **Find the assignment I am supervising** – select 'Active Events' and pick from the dropdown.
If the job is on the 'home' page, then you can click 'view'.

2. **Add officer to an assignment** –

- a. If the officer is in the 'pending or not selected' queue, then just click 'assign'.

PENDING OR NOT SELECTED FOR THE ASSIGNMENT					
View	Employee	Rank	Sign-up	Status	
View	CLINT TILLER #0921	Patrolman	4/29/2015 6:24 AM		Assign

- b. If the officer is not in queue, select '**search for workers**' on the home page, enter a badge number or partial name and hit '**search**'. Once the officer's name appears select '**sign up**'. This puts the officer in queue to potentially be downloaded.

- c.

Worker Search:

View	SAP	Officer	Rank	RD	Office Desc	
View	00107056	BRENT SMITH #0627	Patrolman	Sat - Sun	TACTICAL SUPPORT	Sign-up

- d. '**Sign up**' puts the officer in queue to potentially be downloaded. '**Assign**' will load the officer directly into the assignment(s).

EventID	Event	Date	Day	Start Time	Tot Hrs	Eligible	Pos Count	Assig Count	Opening		
157	CLICK IT OR TICKET PM	5/18/2015	Mon	3:00 PM	4		7	7	0	Sign-up	Assign
143	CLICK IT OR TICKET AM	5/18/2015	Mon	11:00 AM	4		5	6	-1	Sign-up	Assign

3. To cancel or remove an officer – ****** This is temporary******

- a. Select from either **‘active events’** dropdown or **‘view’** from home page. Click on **‘view’** next to the name from either the ‘selected’ or ‘pending/not selected’ column. Select **‘officer assignments’** and then select **‘X’**. If the assignment is in less than 5 days, another pop will appear asking for a reason.

SELECTED FOR THE ASSIGNMENT View Worksheet

View	Employee	Rank	Sign-up	Status	Start Time	End Time	Total Time	Edit
View	CJINT TILLER #0921	Patrolman	4/29/2015 6:24 AM		3:00 PM	7:00 PM	4:00	Edit

PENDING OR NOT SELECTED FOR THE ASSIGNMENT					
View	Employee	Rank	Sign-up	Status	
View	CARLOS ASEBEDO #1091	Patrolman	4/28/2015 3:55 PM		Assign

Worker Information
BRENT SMITH #0627
SAP: 00107056
RD: Sat - Sun
DIV: Tactical Support
OFF: TACTICAL SUPPORT
LOC: OTHER
AC: 17-04-01

Contact Information
W Email: Brent.Smith@sanantonio.gov [Sent email](#)
P Email: Not Listed [Sent email](#)
Work: Unknown Mobile: Unknown
Home: Not Listed Other: Unknown

LAST 5 EVENTS SELECTED TO WORK

ID	Event	Event Date	Sign-up	Total Time
239	SEATBELT AM YL	9/16/2015	9/3/2015 5:22 PM	4:00
208	CLICK IT OR TICKET ADMIN	5/30/2015	6/1/2015 2:49 PM	6:00
205	CLICK IT OR TICKET ADMIN	5/28/2015	5/28/2015 6:34 PM	2:30
206	CLICK IT OR TICKET ADMIN	5/24/2015	5/29/2015 12:03 PM	5:00
189	CLICK IT OR TICKET ADMIN	5/23/2015	5/24/2015 3:55 PM	8:00

Listed stats are for all events worked in the current fiscal year

Total Time: 25:30 Jobs Selected: 5
Canceled Job: 0 Not Selected: 0

[Officer Assignments](#)

Sort & Print Worker Information										
Sort: Last 60 Days					Print All Signup			Print Schedule		
Event ID	Event	Date	Status	Sign-up	Start Time	End Time	Total Time	Est Pay	Complete	
157	CLICK IT OR TICKET PM	5/18/2015		4/29/2015 7:32 AM	3:00PM	7:00PM	4:00	\$195.16		

4. **To make worksheets** – see page 14 – 16.