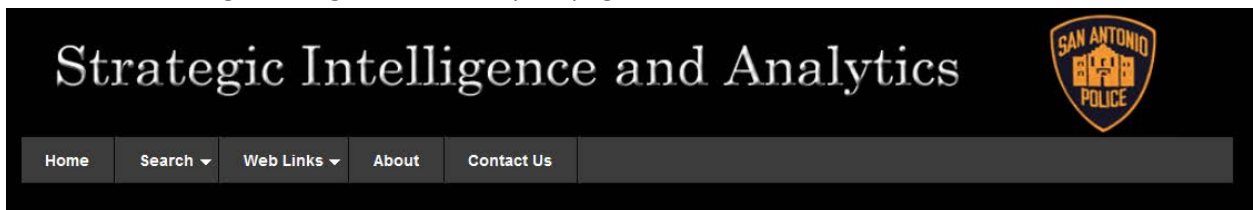


Grant Activity Reporting and Scheduling – GARS

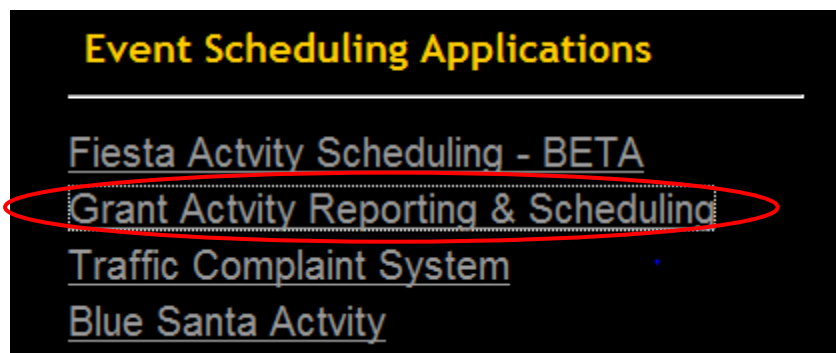
Select the SAPD Activity application and click the “View Grants Events” button.



Or from the Strategic Intelligence and Analytics page




Select Grant Activity Scheduling



Click on "Sign-Up"

GRANT ACTIVITY REPORTING & SCHEDULING



Sign-up My Event Information

THIS IS THE GRANT ACTIVITY SCHEDULING APPLICATION

THE GRANT ACTIVITY REPORTING & SCHEDULING SYSTEM, WHILE STILL UNDER DEVELOPMENT, IS CURRENTLY BEING USED TO SIGN UP FOR CLICK IT OR TICKET ASSIGNMENTS. PLEASE REPORT ANY PROBLEMS OR DIFFICULTIES BY CALLING OR EMAILING THE [GRANT ADMINISTRATOR](#)

EMAIL: SAPDTRAFFIC.GRANTADMINISTRATION@SANANTONIO.GOV
PHONE: 207-7381




TO GET STARTED CLICK [SIGN-UP](#) BUTTON AT THE TOP OF THE PAGE.

On the landing page, select the "Sign-up" button on the dates you wish to work. You can select the "Info" tab to get additional information on the assignment.

Welcome to the Grant Event Sign-up page. Below are upcoming scheduled events.

BRENT SMITH #0627
SAP: 00107056
RD: Sat - Sun
DIV: Tactical Support
OFF: TACTICAL SUPPORT

Events Signed-up for:
The officer is not signed-up for any events

Selected = 
Not Selected = 
Pending = 

EventID	Event	Date	Day	Start Time	Tot Hrs	Eligible	Openings		
215	DWI STEP	10/1/2015	Thu	11:00 PM	5	Y	Y	Sign-up	Info
216	DWI STEP	10/2/2015	Fri	11:00 PM	5	Y	Y	Sign-up	Info
217	DWI STEP	10/3/2015	Sat	11:00 PM	5	Y	Y	Sign-up	Info
218	DWI STEP	10/4/2015	Sun	11:00 PM	5	Y	Y	Sign-up	Info
219	DWI STEP	10/7/2015	Wed	11:00 PM	5	Y	Y	Sign-up	Info
220	DWI STEP	10/8/2015	Thu	11:00 PM	5	Y	Y	Sign-up	Info
221	DWI STEP	10/9/2015	Fri	11:00 PM	5	Y	Y	Sign-up	Info
222	DWI STEP	10/10/2015	Sat	11:00 PM	5	Y	Y	Sign-up	Info
223	DWI STEP	10/11/2015	Sun	11:00 PM	5	Y	Y	Sign-up	Info
224	DWI STEP	10/14/2015	Wed	11:00 PM	5	Y	Y	Sign-up	Info
225	DWI STEP	10/15/2015	Thu	11:00 PM	5	Y	Y	Sign-up	Info
226	DWI STEP	10/16/2015	Fri	11:00 PM	5	Y	Y	Sign-up	Info
227	DWI STEP	10/17/2015	Sat	11:00 PM	5	Y	Y	Sign-up	Info
228	DWI STEP	10/18/2015	Sun	11:00 PM	5	Y	Y	Sign-up	Info
229	DWI STEP	10/21/2015	Wed	11:00 PM	5	Y	Y	Sign-up	Info
230	DWI STEP	10/22/2015	Thu	11:00 PM	5	Y	Y	Sign-up	Info
231	DWI STEP	10/23/2015	Fri	11:00 PM	5	Y	Y	Sign-up	Info
232	DWI STEP	10/24/2015	Sat	11:00 PM	5	Y	Y	Sign-up	Info
233	DWI STEP	10/25/2015	Sun	11:00 PM	5	Y	Y	Sign-up	Info
234	DWI STEP	10/28/2015	Wed	11:00 PM	5	Y	Y	Sign-up	Info

1 2

Notice multiple pages

Confirmation pop ups will appear when signing up for a specific assignment.

Sign-Up For: ✕

DWI STEP

Event ID: 215
Event Date: 10/1/2015
Start Time: 11:00 PM

Event Sign-up Information: ✕

The officer has been signed-up successfully!

As you select the assignments, the events will now appear on the left side of the sign up screen. To cancel a sign up date, click on the **X** then choose "Remove" on the next pop up.

BRENT SMITH #0627

SAP: 00107056
RD: Sat - Sun
DIV: Tactical Support
OFF: TACTICAL SUPPORT




Events Signed-up for:

ID	Event	Date	Status	
215	DWI STEP	10/1/2015	[-]	✕
218	DWI STEP	10/4/2015	[-]	✕
223	DWI STEP	10/11/2015	[-]	✕
228	DWI STEP	10/18/2015	[-]	✕
233	DWI STEP	10/25/2015	[-]	✕











Cancel Event Sign-up: ✕


DWI STEP


Event ID: 215
Event Date: 10/1/2015


The "Status" of the assignment is the indicator if you have been selected or not. The orange question mark  means you are in queue and the computer has not staffed the assignment yet. After the 1st download, the status will change to either a  or . Just like checking PSES, you can login GARS daily to see if you have been selected.

Events Signed-up for:

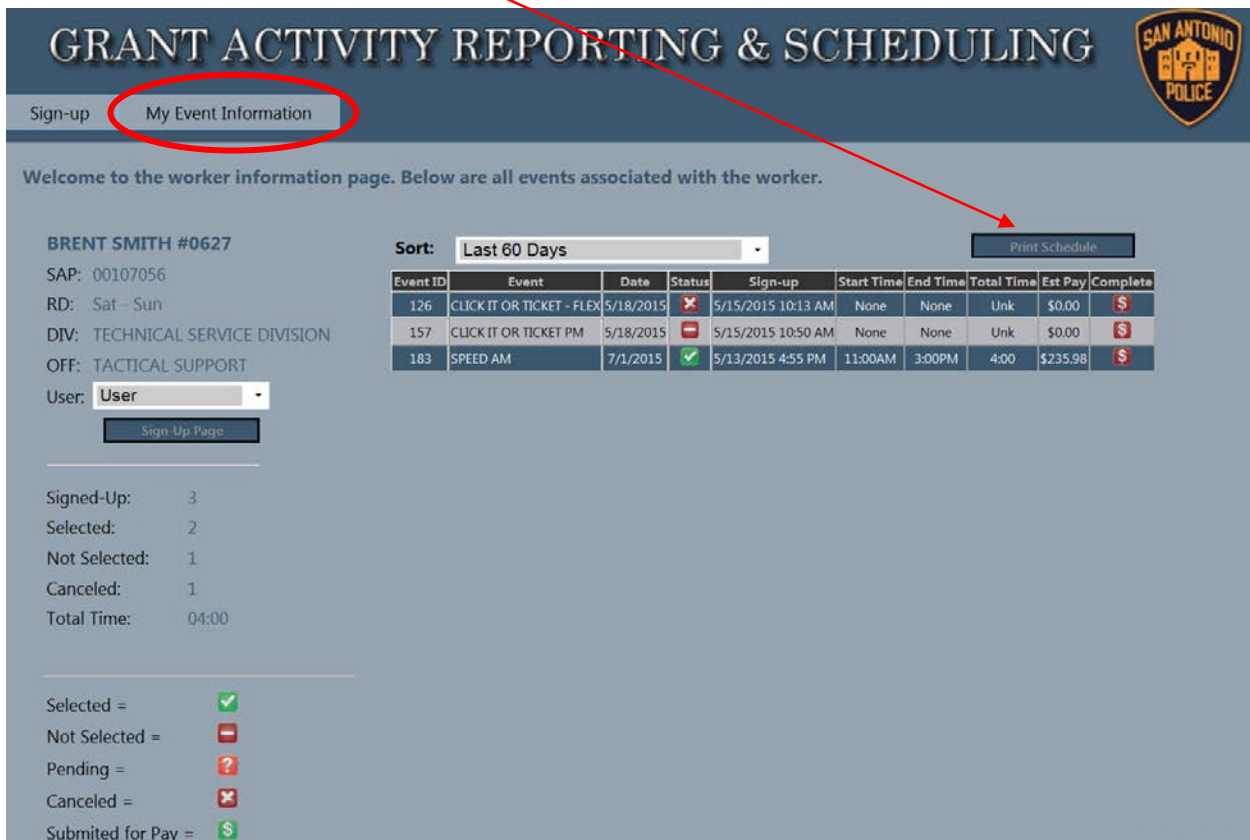
ID	Event	Date	Status	
145	CLICK IT OR TICKET AM	5/20/2015		
129	CLICK IT OR TICKET - FLEX	5/21/2015		
162	CLICK IT OR TICKET PM	5/23/2015		
148	CLICK IT OR TICKET AM	5/23/2015		
131	CLICK IT OR TICKET - FLEX	5/23/2015		


Selected = 

Not Selected = 

Pending = 

"My Event Information" tab gives you information such as sign up results, if the assignment has been paid and the option to print your schedule.



GRANT ACTIVITY REPORTING & SCHEDULING 







Sign-up **My Event Information**

Welcome to the worker information page. Below are all events associated with the worker.






BRENT SMITH #0627

SAP: 00107056
 RD: Sat - Sun
 DIV: TECHNICAL SERVICE DIVISION
 OFF: TACTICAL SUPPORT
 User: **User**

Sort: Last 60 Days [Print Schedule](#)

Event ID	Event	Date	Status	Sign-up	Start Time	End Time	Total Time	Est Pay	Complete
126	CLICK IT OR TICKET - FLEX	5/18/2015		5/15/2015 10:13 AM	None	None	Unk	\$0.00	
157	CLICK IT OR TICKET PM	5/18/2015		5/15/2015 10:50 AM	None	None	Unk	\$0.00	
183	SPEED AM	7/1/2015		5/13/2015 4:55 PM	11:00AM	3:00PM	4:00	\$235.98	

Signed-Up: 3
 Selected: 2
 Not Selected: 1
 Canceled: 1
 Total Time: 04:00

Selected = 
 Not Selected = 
 Pending = 
 Canceled = 
 Submitted for Pay = 

New Sign up and Staffing Procedure

The GARS system will have 2 downloads to fully staff grant assignments. 10 days including the date of assignment, the system will conduct the 1st download. Officers selected will have **5 days** to cancel without penalty. Then 4 days out, the computer will reload and fill any openings. **If officers cancel after the 2nd download, the hours for the assignment will be counted toward their accumulated time.** Officers will be able to see if there are openings by looking at the sign up page and reviewing the “Openings” column. The green ‘Y’ means yes for openings and the red ‘N’ means no. If there are openings after the 2nd reload, you may request to work by emailing the SAPD traffic grant administration mailbox or calling TSC at 207-7381.



EventID	Event	Date	Day	Start Time	Tot Hrs	Eligible	Openings		
157	CLICK IT OR TICKET PM	5/18/2015	Mon	3:00 PM	4	Y	N	Sign-up	Info
143	CLICK IT OR TICKET AM	5/18/2015	Mon	11:00 AM	4	Y	N	Sign-up	Info
126	CLICK IT OR TICKET - FLEX	5/18/2015	Mon	8:00 PM	4	Y	Y	Sign-up	Info
158	CLICK IT OR TICKET PM	5/19/2015	Tue	3:00 PM	4	Y	N	Sign-up	Info
144	CLICK IT OR TICKET AM	5/19/2015	Tue	11:00 AM	4	Y	N	Sign-up	Info
127	CLICK IT OR TICKET - FLEX	5/19/2015	Tue	8:00 PM	4	Y	Y	Sign-up	Info
159	CLICK IT OR TICKET PM	5/20/2015	Wed	3:00 PM	4	Y	N	Sign-up	Info
145	CLICK IT OR TICKET AM	5/20/2015	Wed	11:00 AM	4	Y	N	Sign-up	Info
128	CLICK IT OR TICKET - FLEX	5/20/2015	Wed	8:00 PM	4	Y	Y	Sign-up	Info

If an officer is not selected on the 1st download and does not want to be staffed on the reload, then the sign up for that day needs to be removed. It is like the Fiesta sign up in that you must remove your eligibility so you aren't staffed on the 2nd download.

To cancel a date that you were not selected on the 1st load, click on the X then choose “Remove” on the next pop up.

Events Signed-up for:

ID	Event	Date	Status	
157	CLICK IT OR TICKET PM	5/18/2015	-	X
183	SPEED AM	7/1/2015	✓	X

Cancel Event Sign-up: X

157

Event ID: 937

Event Date: CLICK IT OR TICKET PM

Remove
Cancel