

Aladtec Shift Commander Tips

1) Today

- A) Login and move your people to vehicles and assign their time types.
 - a. This integrates with ERS.
- B) Enter the time type
 - a. "Trade" for trades and assign "medic" and "acting" time.
 - b. Evaluate the "Daily Station Rosters" for riding assignments and pay details.
- C) If it's a holiday, split the time at midnight and adjust the time types accordingly.
- D) Send email to CVD with the name of the Shift Commander(s) for the shift.

2) Tomorrow

- A) View and evaluate staffing levels (Officers and FF's) for tomorrow.
- B) If overtime is needed refer to the Overtime Google Sheet.
 - a) When adding someone on OT designate their time type as "Overtime(Change Time Type).
- C) If someone is on leave (Kelly, Vacation or Holiday):
 - a) First, add event (see below) for their leave "Caimi on kelly day working OT".
 - b) Then, cancel the leave by clicking on it and click cancel.
 - c) Add FF to the schedule in the hourly editor and add OT time type.

3) Next Day

- A) View and evaluate staffing levels on your next shift.
- B) Move members while considering FF's and Officers.
- C) 2021 Ship Out List is a tab in the Overtime Google Sheet.

4) Forms (Old "Paperwork")

- A) The "Reports" tab allows the shift commander to view all submitted forms.
 - a) When hovering over the "Reports" tab, a box will appear and in the lower half, under "Reports from Forms" is each category of our forms.
 - i) Click through each group of forms and ensure that the SC has processed (approved/denied) each submitted form.
 - ii) In the filter in the upper right corner click "Shift Commander View".
 - (1) This will allow the SC to see the reports that have and have not been processed by the SC easiest.

- iii) **Before leaving the SC should ensure that all forms submitted are SC approved/denied and that all notifications on the dashboard have been addressed.**
- iv) When completing the "Overtime" form(s) approvals, the SC is only required to process the OT papers that relate to staffing.
 - (1) Labels include: Staffing, Late Run, Emergency Recall.
 - (2) All others will be processed by the administration.
- b) Cancel Leave or Trade Form
 - i) PC phone will receive a text notification when this form is submitted.
 - ii) Click the "Schedules" tab and view the Monthly Calendar View.
 - iii) Locate and click on the leave to cancel and

5) Request for Leave and Trades

- A) Login and check your homepage dashboard for any notifications.
 - a) All Shift commanders, whether on duty or off, will have the same SC notifications in the upper right corner of their homepage dashboard.
 - b) The Shift Commander should only address these when serving as the SC.
 - c) The PC cell phone will receive text notifications for trades and requests for leave and some submitted forms.
 - d) Dashboard notifications include:
 - i) Request for Leave Shift Commander Approval/Denial
 - (1) 12 Day Rule still applies
 - (2) Any requests for approval (subject to the 12 day rule) before 0830 (12) days before shift should be immediately denied.
 - (a) When approved or denied a message is sent by aladtec to the requestor.
 - ii) Trade of Time Approval/Denial
 - (1) Dashboard notification for SC to approve/deny once accepted by recipient.
 - (a) When approved or denied a message is sent by aladtec to the requestor.
 - (b) SC will also see requests that are still waiting for members to accept and require no SC action at that time.
 - e) Kelly Day Trades

- i) Each member submits “Cancel Kelly, Vacation, or Holiday For Trade” paper (OIC phone *is not* notified).
- ii) Process the “Cancel...” paper
- iii) Remove Kelly Day for member who will be working in “Schedule View”. Enter reason in box “Cancelled K Day for trade with FF X”
- iv) Enter an Event on schedule for cancelling K Day
- v) The members can then submit trade using the normal process.

6) Events

- A) Anything that would have gone on the upper right hand corner of the google sheet will be entered as an event.
 - a) Click “Schedules” and view the Monthly Calendar View.
 - b) Hover over the designated date and click “Add Event”.

7) Sick Leave

- A) When a member calls in sick, the SC should go to the “Schedules” tab and click “Hourly Editor”.
 - a) Navigate to the day/date of the sick leave and click on the three lines to the left of their name.
 - b) Select “Submit Time Off” and then select sick leave for the type and adjust the time if necessary.
 - c) Add an event on the date that the member returns to duty to remind the SC that a “Return from Sick Leave” form is required.
 - i) When the member returns to duty he is required to complete the form “Return from Sick Leave”.

8) Additional Staffing, Emergency Recall, and Late Runs

- A) Additional Staffing
 - a) When added to a frontline vehicle for whatever reason then the member can be added into the hourly editor.
 - b) They will also submit an Aladtec OT form.
- B) Emergency Recall
 - a) NOT be added to the hourly editor.
 - b) They will submit an Aladtec OT form.
- C) Late Runs
 - a) NOT added to the hourly editor.
 - b) They will submit an Aladtec OT form.

9) Overtime Forms

A) Shift Commander should pay specific attention to the Overtime Type.

a) SC only processes the following OT Types:

- i) Staffing
- ii) Late Run
- iii) Emergency Recall
- iv) Additional Staffing