REFERENCE MANUAL

INTIAL SETUP

DASHBOARD   LISTS   EMPLOYEES (76)   VENDORS (645)   CONSOLE   CALENDAR

MAIN MENU   15   Assignment Search. '1567' OR 'Malloy' OR 'Verizon'   03/04/2021   March 2021

MY DASHBOARD

DETAIL BOARD (8)

OVERTIME BOARD (7)

BID FROM CALENDAR (15)

MY BIDS (7)

MY CALENDAR

MY INFO

MY SLIPS (1)

MY INCOME REPORT

OVERTIME REQUEST

LEAVE REQUEST

DTS ANNOUNCEMENTS

DEPT. CALENDAR

HOURS TRANSACTION LOG

DEPT. HOURS LIST

POLICIES & COMPLIANCE

VIEW MOBILE MODE

LOGOUT

Go to   **MAIN MENU**

Then   **MY INFO**

UPDATE MY ACCOUNT INFORMATION

LAST NAME:

FIRST NAME:

FULL ADDRESS:

HOME PHONE:

MOBILE PHONE:

PRIMARY EMAIL:
(in certain cases mlemenager@wellesleyma.gov is your login username)
                                        EMAIL NOTIFICATION (test)

SECONDARY EMAIL:
                                        EMAIL NOTIFICATION (test)

MOBILE CARRIER:
required for sms notifications.
Verizon

UPDATE MY ACCOUNT

UPDATE PASSWORD

Update Contact Information.
This information can be updated at any time.

Add an **EMAIL ADDRESS**
It is important to have an email address on file for certain notifications.

Select to change your password.

UPDATE PASSWORD FOR MICHAEL (782) LEMENAGER
Passwords cannot be retrieved. You can only update or create a new one.
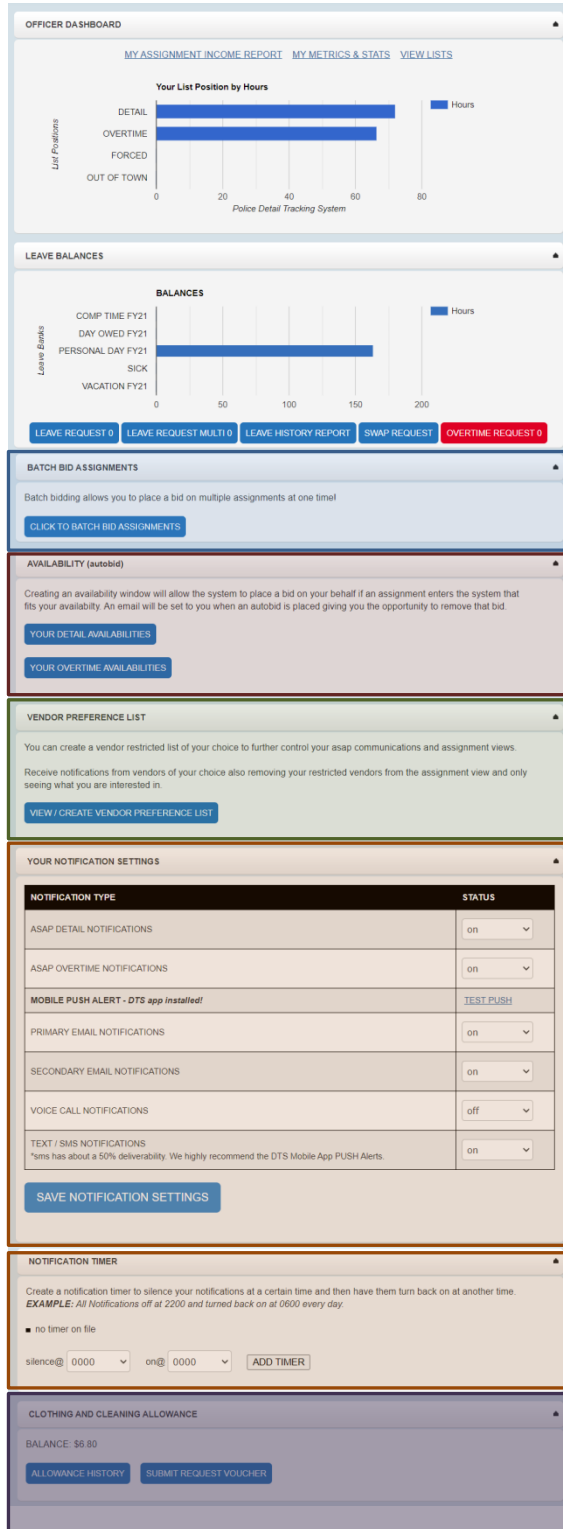
please type in a password of your choice and click save.

UPDATE PASSWORD

BASIC USERS

MY DASHBOARD

MOBILE VIEW ▪ BATCH BID ASSIGNMENTS ▪ AVAILABILITY ▪ VENDOR PREFERENCE ▪ NOTIFICATIONS SETTINGS

Once you logon you'll be on the **MY DASHBOARD** page.

To get back to this page at anytime

Select **MAIN MENU**

Then **MY DASHBOARD**

From the MY DASHBOARD you can:

BATCH BID ASSIGNMENTS: This is the option where you can mass bid on all available OT and Details by checking off the items you want to bid on and then submitting the bids all at once.

AVAILABILITY (AUTOBID): This is the option where you can set your AUTOBID for when you want DTS to bid on your behalf. *Use Caution* this feature will assign you **ANY** detail in that time block (i.e. 4 hour job). You'll receive an email with any AUTOBID giving you the chance to remove the bid before it closes.

VENDOR PREFERENCE LIST: This is the option where you can set your vendor preference list to help control ASAP communications.

NOTIFICATION SETTINGS: This is where you can control the methods in which you are notified.

NOTIFICATION TIME: The ability to silence notifications during a time period everyday (i.e. 2200-0600).

CLOTHING AND CLEANING ALLOWANCE: The ability to track clothing and cleaning allowances.

HOW TO BID ON A JOB

OPTION 1: BATCH BID ASSIGNMENTS (BEST FOR MASS BIDDING)

This is the option where you can mass bid on all available OT and Details by checking off the items you want to bid on and then submitting the bids.

You select the check boxes next to the OT Shifts or Details you wish to bid on.

You then select SUBMIT BIDS located on the top of the page. Anything that appears ~~crossed out~~ indicates you have already bid on that assignment or are not eligible.

After select submit you'll be redirected to the MY BIDS page where you can adjust your preferences. 1 being your first choice, 2 being your second … so on and so forth

It is recommended that if you rearrange your bids that you renumber them ALL at the same time.

You can see detailed information about available OT and Details and bid on them individually.

Select   **MAIN MENU**

Then   **DETAIL BOARD**   or   **OVERTIME BOARD**

Select **PLACE BID** on any assignment you want to work.

CONFIRM BID on the Next Screen.

After you confirm the bid you'll be redirected to the MY BIDS page where you can adjust your preferences. 1 being your first choice, 2 being your second… so on and so forth

This is an option where you can see and bid on available OT and Details on a monthly calendar.

Select Calendar on the top of any page.

Select the month you want to view

Select OPEN FOR BID

A monthly calendar will be populated with available shifts and details. Each time you change the month you'll need to select OPEN FOR BID again to populate the calendar.
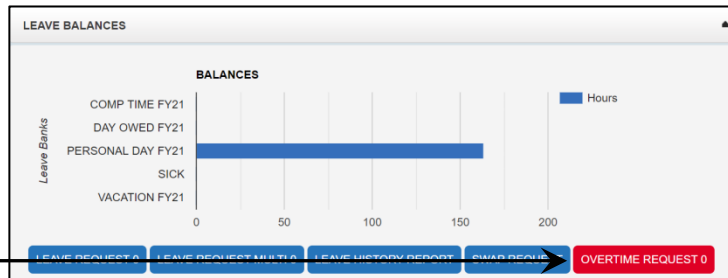

Click on any posted OT Shift or Detail on the calendar for more information or to place a bid. You'll be able to bid on the item in the same manner as previously mentioned in Option 2.

HOW TO REQUEST OVERTIME

The overtime request feature is utilized to request overtime that was not previously awarded from bidding (Investigation, Complete Reports, Training, etc.).

From the main DASHBOARD select

The EMPLOYEE OVERTIME REQUEST page will appear.

Select Your Supervisor: The DTS OIC on duty and selected supervisor will be notified.

Select Compensation Type: Select between overtime_pay and comp_time. This can not be changed at slip signing like award overtime.

Select Overtime Type: Select the overtime type requested. A supervisor can change the overtime type at approval if you select the wrong type.

Overtime Start Date and Time: Date and start time of overtime worked.

Hours Requested: Hours worked in Hours and Minutes.

Activity Code: Most likely the same as the overtime type (i.e. Investigation, Field Training, etc) or case number.

Reason: Place the case number for an investigation or details of the training/assignment.

Once the request is approved, you'll be notified and then be able to sign the DTS electronic slip.

You can delete a request if withdraw request is selected under ACTION

OTHER FEATURES

MY BIDS

Under the my bids section you will see all your current bids. You can withdraw the bid, view who else bid and change your bid prefences.

To get to this page at anytime

Select   **MAIN MENU**

Then   **MY BIDS**

	MY BIDS - LEMENAGER, MICHAEL (782)				

SAVE PREFERENCES

PREF	VENDOR	DATE / TIME	BID CLOSE	BIDS	
1	Supervisor Shift OT OVERTIME	WEDNESDAY 4/14/2021 0800-1600	3/15/2021 @1130	⊗	🔍
2	Supervisor Shift OT OVERTIME	THURSDAY 4/15/2021 0800-1600	3/15/2021 @1130	✖	🔍
3	Supervisor Shift OT OVERTIME	FRIDAY 4/16/2021 0800-1600	3/15/2021 @1130	✖	🔍

TO WITHDRAW A BID

CLICK **X**

TO VIEW BIDS

CLICK MAGNIFY GLASS

TO CHANGE BID PREFERENCE

RE-NUMBER BIDS 1 being your first choice   2 being your second …THEN CLICK   **SAVE PREFERNCES**

HOW TO VIEW IF AN ITEM HAS BIDS

From the Detail Board or Overtime Board

You can select Total Bid(s)

You'll then see who has Bid on the assignment as well as see their current hours, seniority date*, date of bid and bid preference.

ASSIGNMENT ID: 253542

EDIT   AUTOMATE   CLONE   DELETE   DEL GROUP   TRIGGER NOTIFICATIONS   AWARD NOW

DETAIL   INVOICE   ICAL   AID HIST.   ATTACH   BIDS   SIG SLIP   PLACE BID / CLICK TO PLACE A BID

Bid Time Left: 02 days 13:22:56   4 Total Bid(s)

VENDOR:	FEENEY BROTHERS EXCAVATION LLC
ASSIGNMENT DATE TIME:	MONDAY 3/8/2021 0700 - 3/8/2021 1530
TOWN:	WELLESLEY
ASSIGNMENT ID:	253542
DURATION HRS:	8.50

BIDS for Assignment ID 253542

TIER	HOURS	TIE BREAKER	OFFICER / DISPATCHER	DATE OF BID	PREF
1	72.00	10/3/2010	LEMENAGER,MICHAEL (782) Sergeant	3/4/2021 11:43:41 PM	6
1	84.00	3/25/2019	MISHO,GLEN (3402) Patrolman	3/3/2021 10:35:55 PM	3
1	136.00	5/23/2015	KNAPP,MARK (2200) Patrolman	3/3/2021 2:30:43 AM	3
1	160.00	3/23/2009	ROSENBERG,EVAN (521) Patrolman Comp Time FY21 3/8/2021 0700-0830on duty 3/8/2021 0000-0700	3/4/2021 6:44:57 PM	3

*Date of hire for officers hired on the same day may be altered by a few days to reflect their current seniority order from coin flip etc.

MOBILE VIEW

You can bid & view the DETAIL BOARD and OVERTIME BOARD as well as use many of the other DTS features.

However some features are best used under the desktop mode which can also be viewed from your mobile device.

To switch to desktop mode from MOBILE

1. Select Menu

2. Select DESKTOP MODE from the drop down