

REFERENCE MANUAL



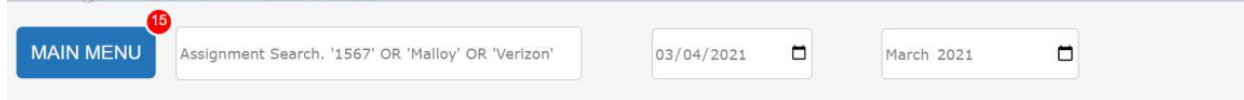
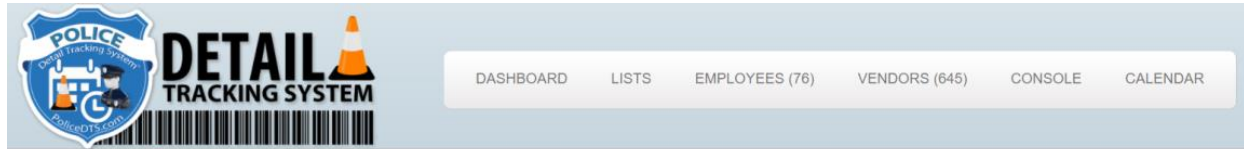
DETAIL 
TRACKING SYSTEM



INITIAL SETUP

RECOMMENDATION

The **BEST FORM OF NOTIFICATION** is to download the APP and get **PUSH NOTIFICATIONS**.



- 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: [EMAIL NOTIFICATION \(test\)](#)
(in certain cases mlemenager@wellesley.ma.gov is your login username)

SECONDARY EMAIL: [EMAIL NOTIFICATION \(test\)](#)

MOBILE CARRIER: required for sms notifications.

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.

 **DETAIL TRACKING SYSTEM**

UPDATE PASSWORD FOR MICHAEL (782) LEMENAGER
Passwords cannot be retrieved. You can only update or create a new one.

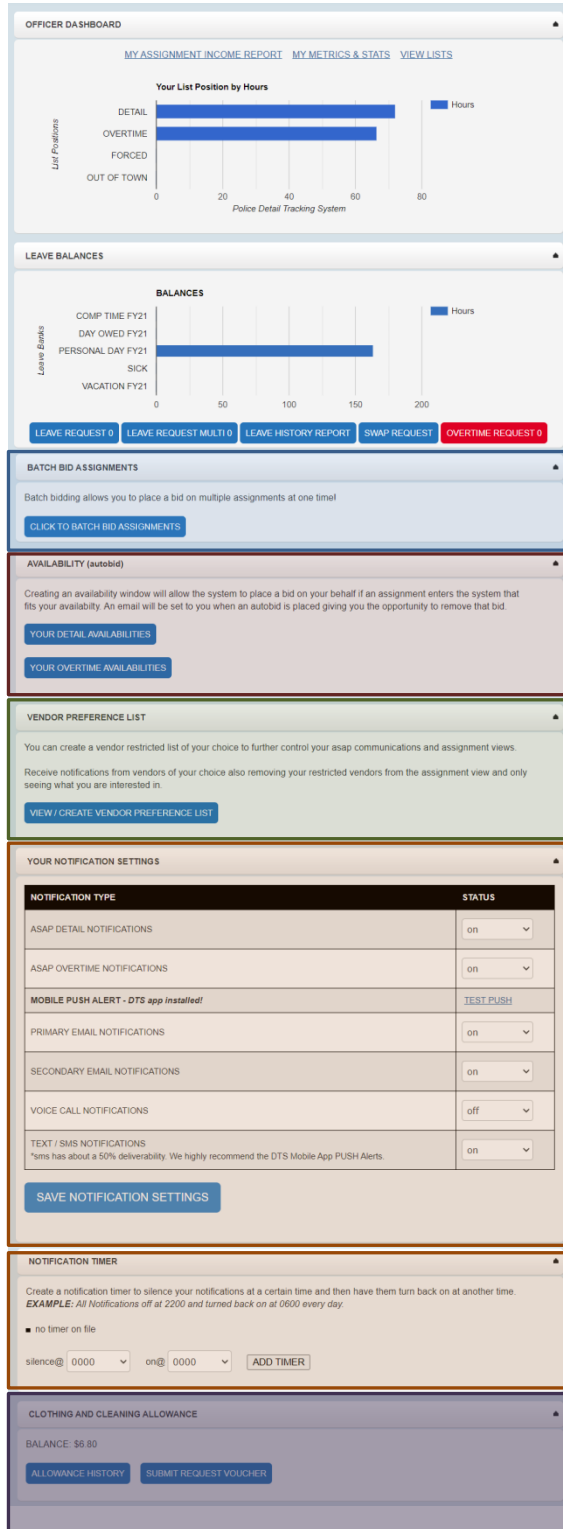
please type in a password of your choice and click save.

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.

BATCH BID ASSIGNMENTS
Batch bidding allows you to place a bid on multiple assignments at one time!
[CLICK TO BATCH BID ASSIGNMENTS](#)

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.

DETAILS OPEN FOR BIDDING					
Place a check mark next to each assignment you want to bid then click the "SUBMIT BIDS" button.					
SUBMIT BIDS					
AID	START	VENDOR	LOCATION	BID CLOSE	BIDS
AID:46765 <input checked="" type="checkbox"/>	5/28/2019 8:00:00 AM 8 Hours 0 minutes	Patrol Shift OT OVERTIME	OVERTIME	5/22/2019 3:00:00 PM	view
AID:46764 <input type="checkbox"/>	5/31/2019 8:00:00 AM 8 Hours 0 minutes	Supervisor Shift OT OVERTIME	OVERTIME	5/24/2019 3:00:00 PM	view
AID:45530 <input type="checkbox"/>	6/1/2019 8:00:00 AM 8 Hours 0 minutes	Supervisor Shift OT OVERTIME	OVERTIME	5/22/2019 3:00:00 PM	view
AID:45531 <input type="checkbox"/>	6/2/2019 12:00:00 AM 8 Hours 0 minutes	Supervisor Shift OT OVERTIME	OVERTIME	5/22/2019 3:00:00 PM	view
AID:45532 <input type="checkbox"/>	6/4/2019 8:00:00 AM 8 Hours 0 minutes	Supervisor Shift OT OVERTIME	OVERTIME	5/22/2019 3:00:00 PM	view

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.

MY BIDS - LEMENAGER, MICHAEL (782)				
SAVE PREFERENCES				
PREF	VENDOR	DATE / TIME	BID CLOSE	BIDS
<input type="text" value="1"/>	Supervisor Shift OT OVERTIME	WEDNESDAY 4/14/2021 0800-1600	3/15/2021 @1130	X
<input type="text" value="2"/>	Supervisor Shift OT OVERTIME	THURSDAY 4/15/2021 0800-1600	3/15/2021 @1130	X
<input type="text" value="3"/>	Supervisor Shift OT OVERTIME	FRIDAY 4/16/2021 0800-1600	3/15/2021 @1130	X
<input type="text" value="4"/>	FEENEY BROTHERS EXCA Walnut St. @ Washington St.	MONDAY 3/8/2021 0700-1530	3/7/2021 @1500	X

OPTION 2: DETAIL BOARD / OVERTIME BOARD

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

Select

MAIN MENU

Then

DETAIL BOARD

or

OVERTIME BOARD

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

AID:253543 | WELLESLEY MUNICIPAL LIGHT PLANT | VARIOUS LOCATIONS

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 14:09:18 2 Total Bid(s)

VENDOR:	WELLESLEY MUNICIPAL LIGHT PLANT
ASSIGNMENT DATE TIME:	MONDAY 3/8/2021 0830 - 3/8/2021 1430
TOWN:	WELLESLEY
ASSIGNMENT ID:	253543
DURATION HRS:	6.00
CHARGED HRS:	8.00
CHARGE LIST:	
LOCATION:	VARIOUS LOCATIONS
ACTIVITY:	TRAFFIC
CRUISER:	NO
SHORT NOTICE:	
BID OPEN:	3/3/2021 @0000
BID CLOSE:	3/7/2021 @1500
TIER RESTRICTIONS:	OPEN TO ALL TIERS
POSTED BY:	LEMENAGER,MIKE (782) 1/30/2020 @1819
SIGNATURE BY:	UNSIGNED
INVOICE NUMBER:	NA
PAYROLL REPORT:	NOT YET PROCESSED
STATUS:	OPEN

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

CONFIRM BID

on the Next Screen.

DETAIL

ASSIGNMENT ID: 253543

POSTED BY: LEMENAGER,MIKE (782) 1/30/2020 6:19:46 PM

You are bidding on this assignment. To proceed please click the "confirm" button below.

WELLESLEY MUNICIPAL LIGHT PLANT
Various Locations
Traffic
(S)Monday 3/8/2021 8:30:00 AM
(E)Monday 3/8/2021 2:30:00 PM

Duration: 6 Hours 0 minutes

Bid opened on: 3/3/2021
Bid closes on: 3/7/2021 3:00:00 PM

CONFIRM BID

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

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	X
2	Supervisor Shift OT OVERTIME	THURSDAY 4/15/2021 0800-1600	3/15/2021 @1130	X
3	Supervisor Shift OT OVERTIME	FRIDAY 4/16/2021 0800-1600	3/15/2021 @1130	X
4	FEENEY BROTHERS EXCA Walnut St. @ Washington St.	MONDAY 3/8/2021 0700-1530	3/7/2021 @1500	X

OPTION 3: BID FROM CALENDAR

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.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6 Patrol Shift OT/Vac 1600-0630 Submit Bid
7	8 FEENEY BROTHERS EXCA 0700-1530 ✓Already Bid FEENEY BROTHERS EXCA 0700-1530 ✓Already Bid FEENEY BROTHERS EXCA 0700-1530 ✓Already Bid WELLESLEY MUNICIPAL 0630-1430 Submit Bid Dispatch Shift OT (A) 2300-0700 Submit Bid	9 FEENEY BROTHERS EXCA 0700-1530 Submit Bid FEENEY BROTHERS EXCA 0700-1530 Submit Bid FEENEY BROTHERS EXCA 0700-1530 Submit Bid WELLESLEY MUNICIPAL 0630-1430 Submit Bid	10 FEENEY BROTHERS EXCA 0700-1530 Submit Bid FEENEY BROTHERS EXCA 0700-1530 Submit Bid FEENEY BROTHERS EXCA 0700-1530 Submit Bid WELLESLEY MUNICIPAL 0630-1430 Submit Bid	11	12	13

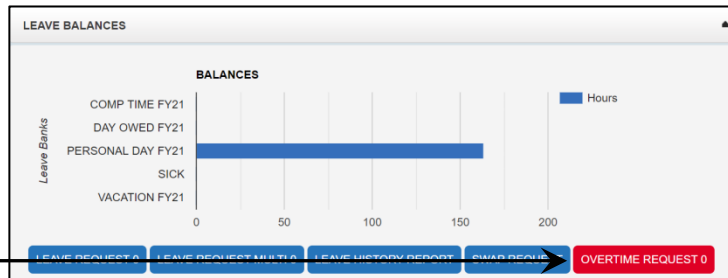
Click on any posted OT Shift or Detail on the calendar for more information or to place a bid. You'll be able to bid on the item in the same manner as previously mentioned in Option 2.

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

OVERTIME REQUEST 0



The EMPLOYEE OVERTIME REQUEST page will appear.

The screenshot shows the 'EMPLOYEE OVERTIME REQUEST' page. At the top, it states 'YOU CURRENTLY HAVE 1 OVERTIME REQUESTS PENDING A SUPERVISOR APPROVAL'. Below this is a table with columns: STATUS, START, END, HOURS, REASON, SUBMITTED ON, and ACTION. The table contains one row with status 'pending', start '3/3/2021 0930', end '3/3/2021 1130', hours '2.00', reason 'overtime_pay Case # 21-1-AC', submitted on '3/5/2021 1:12:10 AM', and action 'withdraw request'. Below the table, there are several dropdown menus for 'SELECT YOUR SUPERVISOR', 'SELECT YOUR COMPENSATION TYPE' (set to 'overtime_pay'), and 'SELECT OVERTIME TYPE'. There are also fields for 'OVERTIME START DATE' (03/05/2021), 'OVERTIME START TIME' (0000), and 'HOW MANY HOURS OF OVERTIME ARE YOU REQUESTING?' (0 hours, 00 minutes). There is an 'ACTIVITY' field and a 'REASON FOR REQUEST OVERTIME NOTES' text area. At the bottom is a 'SUBMIT OVERTIME REQUEST' button.

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.

EMPLOYEE OVERTIME REQUEST						
YOU CURRENTLY HAVE 1 OVERTIME REQUESTS PENDING A SUPERVISOR APPROVAL						
STATUS	START	END	HOURS	REASON	SUBMITTED ON	ACTION
pending	3/3/2021 0930	3/3/2021 1130	2.00	overtime_pay Case # 21-1-AC	3/5/2021 1:12:10 AM	withdraw request

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 preferences.

To get to this page at anytime

Select







MAIN MENU

Then

MY BIDS

RECOMMENDATION

It is recommended that if you choose to re-number your bids that you re-number them **ALL** at the same time before selecting SAVE PREFERENCES.

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 PREFERENCES

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	
	
	
	
	
	
	
	

MOBILE VIEW

WELLESLEY POLICE DEPARTMENT

DETAIL TRACKING SYSTEM
Mobile Police Logistics System

DETAIL BOARD (12)

OVERTIME BOARD (7)

ASSIGNMENT SLIPS
All Sigs Captured.

MY ASSIGNMENTS (872)
MONTH VIEW

YOUR DTS STATS	
DETAIL HOURS	72.00
OUT OF TOWN HOURS	0.00
OVERTIME HOURS	66.50
FORCED HOURS	0.00
Comp Time FY21	0 Hrs.
Day Owed FY21	0 Hrs.
Personal Day FY21	163.5 Hrs.
Sick	0 Hrs.
Vacation FY21	0 Hrs.
DETAIL PAY 2021	\$0.00
CLOTHING ALLOWANCE	\$6.80

[LEAVE REQUEST FORM](#)

[SWAP REQUEST FORM](#)

[SELF SWAP REQUEST FORM](#)

[OVERTIME REQUEST FORM \(0 pending\)](#)

[POLICES & COMPLIANCE](#)

[CLOTHING ALLOWANCE VOUCHER](#)

OIC ON DUTY:
LEMENAGER, MICHAEL (782)
mobile: (781) 315-1191

[SEND OIC PRIVATE MESSAGE](#)

POLICE DETAIL TRACKING SYSTEM

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

WELLESLEY POLICE DEPARTMENT

DETAIL TRACKING SYSTEM
Mobile Police Logistics System

DETAIL BOARD (12)

OVERTIME BOARD (7)

ASSIGNMENT SLIPS
All Sigs Captured.

MY ASSIGNMENTS (872)
MONTH VIEW

YOUR DTS STATS	
DETAIL HOURS	72.00
OUT OF TOWN HOURS	0.00
OVERTIME HOURS	66.50

- DETAIL AVAILABILITY >
- OT AVAILABILITY >
- MY AVAILABILITIES >
- VENDOR PREF. >
- DEPT. CALENDAR >
- UPDATE MY INFO >
- UPDATE PASSWORD >
- MY NOTIFICATIONS >
- MUTUAL AID HUB >
- DTS BOLO >
- NOTIFICATION TIMER >
- SLIP HISTORY >
- ALERT HISTORY >
- DESKTOP MODE >

2. Select DESKTOP MODE from the drop down

DESKTOP MODE