Dutyman Information for Members

GENERAL

What is a duty roster?

A duty roster is a list of dates with one or more events for each date and one or more duties per event. A duty is normally allocated to a person but may be unallocated.

The information in this duty roster is supplied and maintained by Blairgowrie Yacht Squadron, and is used by DutyMan to send duty reminders in accordance with a schedule specified by Blairgowrie Yacht Squadron.

Rosters are presented in ascending date order. When there is more than one event for a given date the events are presented in ascending order of event name. Duties within an event are listed in the order in which they are supplied to DutyMan.

How do menus work?

DutyMan menus are used to move between pages in the DutyMan web site. Menus appear near the top of each page and look similar to this.

The menus work in the same way as Windows menus - hold your mouse over a menu item such as Profile, and click the left mouse button.

LOGGING IN

Why do I need to log in?

You need to log in so that DutyMan knows who you are. Once DutyMan knows who you are it can show you information about your own duties and help you request duty swaps.

How do I log in?

You will have been sent a welcome email containing your DutyMan log in name and password.

If you do not have this email, click the Click here for a log in reminder button immediately below the name and password fields in the right-hand panel of the Roster page. Then follow the on-screen instructions.

To log in:

1. Go to the DutyMan Roster page

2. In the right-hand panel type your DutyMan log in name, from the welcome email, into the Name box

3. Type your DutyMan password into the Password box

4. Click ➡

I seem to have been logged in automatically!

There are two ways to log in without entering your name and password.

If when you first login with name and password you choose Keep me logged in on this computer then the next time you visit DutyMan the system remembers who you are and you don't need to log in again. Keep me logged in stays in force until you choose Log Out from the DutyMan menu.

Alternatively you can use the Quick Login route to access DutyMan. Emails from DutyMan to you contain Quick Login links which take you directly into the system without logging in.   You can add a Quick Login link to your browser's favourites/bookmarks from the Home tab in the right-hand panel of the duty roster page.

How do I find my log in details?

Click the   Click here for a login reminder   button immediately below the name and password fields in the right-hand panel of the Roster page. Then follow the on-screen instructions.

How do I change my password?

1. Log in if you have not already done so

2. Choose *Password* from the menu

3. Follow the on-screen instructions

THE DUTY ROSTER

Why are different parts of the roster highlighted in red after logging in?

Highlighting in red indicates when you have a duty.

In calendar view if a month is highlighted this means that you have a duty in that month; if a date is highlighted then you have a duty on that date; if an event is highlighted then you have a duty in that event.

What is the difference between the roster in calendar view and list view?

The information shown in the two views is exactly the same; they differ only in the way this information is presented.

Calendar view shows the months covered by the current duty roster in the left-hand panel. The centre panel shows the duties for the currently selected month, date or event.

List view displays the roster as a sequential list of duties in chronological order either as a continuous list or split into pages of approximately 30 duties.

How do I navigate around a calendar view?

Calendar view initially shows the months covered by the current duty roster in the left-hand panel. Clicking on ▶ next to a month expands that month to show the dates on which there are events. Clicking on ▶ next to a date expands that date into the events on that day.

Clicking on the name of a month, a date or an event lists the corresponding duties in the centre panel.

◢ hides the contents of a month or date.

How do I navigate around a list view?

First chose between a Continuous or Paged list. A Continuous list can take longer to display but once loaded is quicker to scroll up and down than a Paged list.

A Paged list initially shows the first page containing duties for dates on or after today. You can move around a paged list by using the navigation controls immediately above the roster.

To go to a specific month select that month from the *Go To* drop-down list. The page containing the first duty in that month is displayed.

To return to today's duties select *Now* from the *Go To* drop-down list.

After logging in you can find your next duty by selecting My Next from the Go To drop-down list. Select My Next again to find any subsequent duties.

The navigation buttons move you backwards and forwards in time:

[|◀] goes to the first, and earliest, page of duties.

[◀◀] goes 5 pages backwards in time.

[◀] goes 1 page backwards in time.

[▶] goes 1 page forwards in time.

[▶▶] goes 5 pages forwards in time.

[▶|] goes to the last page of duties.

How do I confirm that I can do a duty?

To confirm an individual duty -

1. Log in if you have not already done so

2. Find the duty that you want to confirm in either the calendar or the list

3. Expand your duty by clicking on the adjacent ▶

4. Choose either Confirmed; no reminders if you do not need reminding,

or Confirmed; send reminders to continue to receive reminders by email.

To confirm all your duties, use the Confirm tab in the right-hand panel of the roster page.

How do I get a printout of all my duties?

1. Log in if you have not already done so

2. Select the Export tab in the right-hand panel of the roster page

3. Click the PRT button

How do I add my duties to my phone calendar?

DutyMan provides two calendar feeds - one of all your duties and one of all events at your club or organisation.

To find out how to set them up:

1. Log in if you have not already done so

2. Choose Smartphones from the menu

DUTY SWAPPING AND VOLUNTEERING

I can't do a duty. What should I do?

What you should to do if you find that you cannot do a duty depends on the policy of your club or organisation

Most clubs depend on everyone rostered to do a duty to turn up so that the event can go ahead. Therefore if you cannot do a duty it is normally your responsibility to find someone to swap with or to do the duty for you. See **How do I request a duty swap**.

Voluntary organisations however may be able to operate with reduced staff but it is helpful for the organisers to know when you are not available. You can use the **Can't Do** button, when available, to remove your name from a duty and notify the duty coordinator.

To use the Can't Do button -

1. Log in if you have not already done so

2. Find the duty that you cannot do in either the calendar or the list

3. Expand the duty by clicking on the adjacent ▶

4. Click the Can't Do button.

Note: The **Can't Do** button is available only if it has been enabled by your club or organisation.

How do I request a duty swap?

1. Log in if you have not already done so

2. Select the Duty Swap tab in the right-hand panel of the roster page

3. Follow the on-screen instructions

How do I know who I have requested swaps with?

When you select people as candidates for your swap request, either by clicking the Multi Select button or by choosing names individually, each duty that you have chosen is high-lighted in bold text and the corresponding swap symbol is outlined like this ⇌

The number of duties you have selected is shown in Step 2 of the Duty Swap panel.

If you tick the *Mail me a summary* box before submitting your swap requests, DutyMan emails details to you.

The *Activity Log* also lists your swap requests.

I've changed my mind and don't want to swap a duty, what should I do?

Provided your swap request has not yet been accepted you can -

1. Log in if you have not already done so

2. Find the duty that you no longer want to swap in either the calendar or the list

3. Expand the duty by clicking on the adjacent ▶

4. Untick *Swap Wanted*.

Someone wants to swap a duty; I am prepared to take it on but I don't want to swap. What should I do?

1. Log in if you have not already done so

2. Select the *Volunteer* tab in the right-hand panel of the roster page

3. Follow the on-screen instructions

I've agreed a duty swap verbally, how do I update DutyMan?

1. Log in if you have not already done so

2. Select the *Duty Swap* tab in the right-hand panel of the roster page

3. Following the on-screen instructions, select your duty which you have agreed to swap, and then the other person's duty you have agreed to take on

4. Add a message to the other person if you wish, for example *This is the swap we agreed last night*

5. Click *Request Swap*

6. DutyMan emails a duty swap request to the other person. He or she accepts the request; DutyMan updates the roster and emails confirmation.

REMINDERS

How do I suppress duty reminders?

1. Log in if you have not already done so

2. Find each of your duties in either the calendar or the list

3. Expand each duty by clicking on the adjacent ▶

4. Choose *Confirmed; no reminders*

How can I make sure my duty reminders are delivered?

If you are not receiving duty reminders please contact your club representative.

MY PERSONAL INFORMATION

What personal information about me does Dutyman hold?

- Your name
- Your email address
- Your phone number(s)
- Your postal address if your club or organisation has chosen this option
- Such additional items of information as your club or organisation has chosen to define and collect

How does Dutyman protect my personal information?

At DutyMan we are very aware that we are custodians of many people's personal information and take the protection of that information very seriously.

You can read about our policies for protecting your data in our Privacy and Data Protection statements and in our Terms of Use.

Who can see my personal information?

Your personal information, other than your name, is visible only to **members of your club or organisation and only when they are logged in** to DutyMan. Personal information, other than your name, is **never** displayed to people who are not logged in.

How much of your personal information is potentially visible to members depends on the privacy policy of your club or organisation. It can choose to make all personal information visible or only selected items.

Within your club or organisation's overall policy you can decide which items of personal information you wish to share. See below for how.

Also the person or persons who operate DutyMan for your club or organisation have access to all the personal information of all members.

Can I hide my name in the duty roster?

Yes, like this -

1. Log in if you have not already done so

2. Choose Privacy from the menu

3. On *When NOT logged in* tab change the setting to **Hidden**

All characters of your name are replaced with asterisks in the roster until a member logs in.

Example: John Smith is shown as **** *****

Can I control how much personal information other members can see?

Yes, like this -

1. Log in if you have not already done so

2. Choose *Privacy* from the menu

3. Go to the *When logged in* tab and select your personal settings

THE ACTIVITY LOG

What does the activity log show?

The activity log shows DutyMan events which relate to you such as duty reminders sent to you, duty swap requests made by you, and duty swaps accepted or declined by you.

To view your activities:

1. Log in if you have not already done so

2. Choose *Activity Log* from the menu

GETTING HELP

Where can I get more help?

If you can't find the answer to your question here or in on-screen hints and tips then you can contact the person who is responsible for DutyMan within Blairgowrie Yacht Squadron by email via the *Help & Support* page.