

# A Brief Guide to Updating Your Duties in Dutyman

## Introduction

This document assumes that you have a Dutyman user-name and password and that you are currently logged in. There is a reasonable help menu in the Dutyman system already. This document does not replace it but hopefully it will shed a bit more light on the main aspects used the most.

## Viewing the duty roster

The race calendar should be displayed immediately after logging in, as shown in the screenshot below. If it is not, it can be displayed by clicking on the 'Calendar View' tab at the top of the screen.

The duties for any given date can be displayed by expanding the calendar. This is achieved by clicking on the dates shown on the left of the screen. If the user has any duties allocated in the roster, these can be quickly found by looking for the red text in the calendar. This signifies dates and duties for the current logged in user.

The list of duties for any given date will be shown by clicking on the name of the race. Some of these duties might be blank if no-one has been assigned to the duty. They might also have a name allocated against them. There might also be a tick shown against the name if the member has confirmed their duty.

The user is able to perform a few actions against a duty such as volunteer, confirm or request a swap for a duty. How to do these will be explained in the rest of this document.

## Volunteering for a duty

To volunteer for a duty, click the 'Volunteer' tab displayed on the right side of the screen. The 'Volunteer' dialog will be displayed on the right of the screen as shown below.

By following the simple steps (which *really is* just clicking the blue or blue/pink box) and clicking the 'Volunteer' button, the system will display a confirmation box (shown at the bottom of the screen) detailing the duty details. The user should then either click the 'Yes' button if the details are correct or the 'No' button if they wish to change any details.

The system will be updated with the volunteers name and any confirmation emails will be sent.

The screenshot shows the 'Largs Sailing Club (Race Calendar and Duty Rota)' interface. The top navigation bar includes 'Roster', 'Profile', 'Password', 'Activity Log', 'Smartphones', 'Log Out', and 'How do I...'. Below this is a 'Calendar View' section with tabs for 'List View', 'Help', and 'What The Symbols Mean'. The calendar shows a grid for February 2013, with the 24th highlighted. The duty for 'Sun 24 Feb 2013' is 'Spring Warm Up 1', with 'Carol Alderson' as the RO and 'SB1 Driver' as the duty name. The status is 'volunteer required'. A 'Volunteer' dialog box is open on the right, showing instructions for volunteering and a 'Volunteer' button. A 'VOLUNTEER CONFIRMATION' dialog box is also visible, asking for confirmation of the duty details.

Calendar View	List View	Help	What The Symbols Mean
February 2013	Sun 24 Feb 2013	Spring Warm Up 1	
Sun 24 February	RO	Carol Alderson	
Spring Warm Up 1	SB1 Driver	volunteer required	
March 2013	SB1 Crew	volunteer required	

**VOLUNTEER CONFIRMATION**

Please confirm that you are volunteering for this duty

volunteer required  
SB1 Driver  
Sunday 24 February 2013  
Spring Warm Up 1

You do not wish to receive reminders

Is that correct?

Yes No

**Volunteer**

You can volunteer for duties marked:  
volunteer wanted for an unallocated duty  
swap wanted

Note that duties for which you volunteer are in addition to those already allocated to you.

To volunteer:

- Select the duty by clicking its symbol or symbol
- Optionally add a message to be emailed to all concerned
- Send me reminders  
 I don't need reminders
- Volunteer

Subsequent viewing of this duty will show the volunteers name and a tick, representing that the duty is confirmed. The next screen shot shows a duty that has been confirmed.

Any duty that has been allocated this way is always confirmed automatically. This means that the next section on confirming duties can be skipped.

Largs Sailing Club (Race Calendar and Duty Rota) Roster

Roster | Profile | Password | Activity Log | Smartphones | Log Out | How do I... |

Calendar View	List View	Help	What The Symbols Mean																
<ul style="list-style-type: none"> <li>February 2013</li> <li>Sun 24 February               <ul style="list-style-type: none"> <li>Spring Warm Up 1</li> </ul> </li> <li>March 2013</li> <li>April 2013</li> <li>May 2013</li> <li>June 2013</li> <li>July 2013</li> <li>August 2013</li> <li>September 2013</li> <li>October 2013</li> <li>November 2013</li> <li>December 2013</li> </ul>	<table border="1"> <tr> <td>Sun 24 Feb 2013</td> <td>Spring Warm Up 1</td> <td></td> <td></td> </tr> <tr> <td>RO</td> <td>Carol Alderson</td> <td></td> <td></td> </tr> <tr> <td>SB1 Driver</td> <td>Stuart Moss</td> <td></td> <td>✓</td> </tr> <tr> <td>SB1 Crew</td> <td>volunteer required</td> <td></td> <td></td> </tr> </table>	Sun 24 Feb 2013	Spring Warm Up 1			RO	Carol Alderson			SB1 Driver	Stuart Moss		✓	SB1 Crew	volunteer required				
Sun 24 Feb 2013	Spring Warm Up 1																		
RO	Carol Alderson																		
SB1 Driver	Stuart Moss		✓																
SB1 Crew	volunteer required																		

Home

You are logged in as  
**Stuart Moss**

What do you want to do next?

- [Request a duty swap](#)
- [Volunteer for a duty](#)
- [Confirm your duties](#)
- [Print or export a list of your duties](#)
- [Your duties on your smartphone](#)
- [Update your contact details](#)
- [Change your password](#)
- [Resend your Welcome Message](#)
- [Bookmark this page](#)
- [Make sure you receive emails](#)

[Home](#)  
[Duty Swap](#)  
[Volunteer](#)  
[Confirm](#)  
[Export](#)

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## Confirming a duty

A user's duties can either be confirmed individually or confirmed all together. If you are happy with all the duties that you have been allocated and wish to confirm them, click the 'Confirm' tab shown on the right of the screen. The 'Confirm' dialog will be displayed on the right as shown below.

Largs Sailing Club (Race Calendar and Duty Rota) Roster

Roster | Profile | Password | Activity Log | Smartphones | Log Out | How do I... |

Calendar View	List View	Help	What The Symbols Mean																
<ul style="list-style-type: none"> <li>February 2013</li> <li>March 2013               <ul style="list-style-type: none"> <li>Sun 03 March                   <ul style="list-style-type: none"> <li>Spring Warm Up 2</li> </ul> </li> <li>Sun 10 March</li> <li>Sun 17 March</li> </ul> </li> <li>April 2013</li> <li>May 2013</li> <li>June 2013</li> <li>July 2013</li> <li>August 2013</li> <li>September 2013</li> <li>October 2013</li> <li>November 2013</li> <li>December 2013</li> </ul>	<table border="1"> <tr> <td>Sun 03 Mar 2013</td> <td>Spring Warm Up 2</td> <td></td> <td></td> </tr> <tr> <td>RO</td> <td>Carol Alderson</td> <td></td> <td></td> </tr> <tr> <td>SB1 Driver</td> <td>Stuart Moss</td> <td></td> <td></td> </tr> <tr> <td>SB1 Crew</td> <td>volunteer required</td> <td></td> <td></td> </tr> </table>	Sun 03 Mar 2013	Spring Warm Up 2			RO	Carol Alderson			SB1 Driver	Stuart Moss			SB1 Crew	volunteer required				
Sun 03 Mar 2013	Spring Warm Up 2																		
RO	Carol Alderson																		
SB1 Driver	Stuart Moss																		
SB1 Crew	volunteer required																		

Confirm Attendance

If you are sure that you can do all your duties click the button below. Your duties will be marked with a ✓

Send me reminders  
 I don't need reminders

[Confirm All](#)

To confirm an individual duty first display it in the roster, expand it by clicking , then select one of the Confirm options.

[Home](#)  
[Duty Swap](#)  
[Volunteer](#)  
[Confirm](#)  
[Export](#)

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In the 'Confirm' dialog, select whether the system should send reminders or not. Clicking the 'Confirm All' button will update all the user's duties currently in the roster.

If the user wishes to confirm a specific duty they should open up the roster at the date they are interested in. Next to the duty that they are allocated to, e.g. SB1 Driver, is a small square containing the letter 'i'. Clicking on this will open an options box as shown in the screen shot below.

The screenshot displays the 'Largs Sailing Club (Race Calendar and Duty Rota)' interface. The main content area shows a calendar view for March 2013. A pop-up options box is open for the 'SB1 Driver' duty on Sun 03 Mar 2013. The options are: 'Confirmed; send reminders', 'Confirmed; no reminders', 'Not confirmed' (selected), and 'Swap wanted'. A note at the bottom of the options box says 'Click to add this duty to your MS Outlook calendar or Personal Information Manager'. The right sidebar shows a 'Home' menu with options like 'Request a duty swap', 'Volunteer for a duty', and 'Confirm your duties'. The footer indicates 'Powered by DutyMan © 2012'.

The user can select the mode of confirmation and the system will update this duty. Depending on which option is picked the system will either email reminders or not.

If a user has confirmed a duty but then changes their mind it is possible to change the duty back to unconfirmed. If the user cannot confirm a duty, they should click the 'Swap Wanted' option. This will flag the duty as available to another volunteer. More details on using the 'Swap' system are given in the next section.

The user can now move to other dates and check the details for them. There is no need to close the options box to update the system.

### Asking for a duty swap

Should a user find that they can't make a particular duty they should flag a duty for swapping. This can be done as described in previous section. When the 'Swap Wanted' option is ticked the system will display a message box at the foot of the screen. This can be seen in the following screen shot. It can also be seen that the duty is now flagged pink and blue showing that a swap is required.

Largs Sailing Club (Race Calendar and Duty Rota) > Roster

Roster | Profile | Password | Activity Log | Smartphones | Log Out | How do I... |

Calendar View | List View | Help | What The Symbols Mean

<ul style="list-style-type: none"> <li>February 2013</li> <li>Sun 24 February</li> <li>March 2013</li> <li>April 2013 <ul style="list-style-type: none"> <li>Sun 07 April</li> <li>Wed 10 April</li> <li>Sun 14 April</li> <li>Wed 17 April</li> <li>Sun 21 April <ul style="list-style-type: none"> <li>Spring Series 3</li> <li>Wed 24 April</li> <li>Sun 28 April</li> </ul> </li> <li>May 2013</li> <li>June 2013</li> <li>July 2013</li> <li>August 2013</li> <li>September 2013</li> <li>October 2013</li> <li>November 2013</li> <li>December 2013</li> </ul> </li> </ul>	<p><b>Sun 21 Apr 2013</b></p> <p>RO</p> <p>SB1 Driver</p> <p>The duty times shown in the roster are the event start time. Please turn up in plenty of time to assist with race preparation/briefings.</p> <p>SB1 Crew</p>	<p>Spring Series 3</p> <p>volunteer required</p> <p>Stuart Moss</p> <p> <input type="radio"/> Confirmed; send reminders  <input type="radio"/> Confirmed; no reminders  <input checked="" type="radio"/> Not confirmed  <input checked="" type="checkbox"/> Swap wanted </p> <p> <input type="button" value="Click to add this duty to your MS Outlook calendar or Personal Information Manager"/> </p> <p>volunteer required</p>	<p>Home</p> <p>You are logged in as <b>Stuart Moss</b></p> <p>What do you want to do next?</p> <p>Request a duty swap</p> <p>Volunteer for a duty</p> <p>Confirm your duties</p> <p>Print or export a list of your duties</p> <p>Your duties on your smartphone</p> <p>Update your contact details</p> <p>Change your password</p> <p>Resend your Welcome Message</p> <p>Bookmark this page</p> <p>Make sure you receive emails</p>
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**HINT**

You have marked your duty as swap wanted.

Now use the Duty Swap tab on the right to ask people for a swap.

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It is possible to leave things like this, that is, the user is still allocated against the duty until someone else volunteers to do the duty. This is not a desirable situation since it could be a while before anyone realises that a duty requires a swap. This is where the 'Swap' tab comes into its own. The screen below is shown when the user clicks the 'Swap' tab.

Largs Sailing Club (Race Calendar and Duty Rota) > Roster

Roster | Profile | Password | Activity Log | Smartphones | Log Out | How do I... |

Calendar View | List View | Help | What The Symbols Mean

<ul style="list-style-type: none"> <li>February 2013</li> <li>Sun 24 February <ul style="list-style-type: none"> <li>Spring Warm Up 1</li> </ul> </li> <li>March 2013 <ul style="list-style-type: none"> <li>Sun 03 March <ul style="list-style-type: none"> <li>Spring Warm Up 2</li> </ul> </li> <li>Sun 10 March <ul style="list-style-type: none"> <li>Spring Warm Up 3</li> </ul> </li> <li>Sun 17 March</li> </ul> </li> <li>April 2013</li> <li>May 2013</li> <li>June 2013</li> <li>July 2013</li> <li>August 2013</li> <li>September 2013</li> <li>October 2013</li> <li>November 2013</li> <li>December 2013</li> </ul>	<p><b>Sun 24 Feb 2013</b></p> <p>RO</p> <p>SB1 Driver</p> <p>SB1 Crew</p>	<p>Spring Warm Up 1</p> <p>Carol Alderson</p> <p>Stuart Moss</p> <p>volunteer required</p>	<p>Request a Duty Swap</p> <p>How requesting a duty swap works</p> <ol style="list-style-type: none"> <li>Find your duty that you want to swap and click its <input type="radio"/> button</li> </ol> <p>Sun, 24 Feb 2013 Spring Warm Up 1 SB1 Driver</p> <ol style="list-style-type: none"> <li>Select duties (maximum 20) with which to request a swap by clicking their <input type="checkbox"/> or <input type="checkbox"/> symbols</li> </ol> <p><b>or</b></p> <p>Click <b>Multi Select</b> to select duties with the <b>same type</b> as yours on or after <b>24 February 2013</b>. (To change this date click the swap symbol of the first suitable duty.)</p> <p><input type="button" value="Multi Select"/></p> <p><input type="text" value="1"/> duties selected</p> <p>To deselect, click a duty again or...</p> <p><input type="button" value="Deselect All"/></p> <ol style="list-style-type: none"> <li>Your message (optional)</li> </ol> <p><input type="text" value=""/></p> <ol style="list-style-type: none"> <li>Mail me a summary <input type="checkbox"/></li> <li><input type="button" value="Request Swap"/></li> </ol>
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Again, the dialog displayed on the right of the screenshot above explains how to go about asking other users for a swap. The basic principle is that the roster should be open for the date which requires a swap. Step 1 asks the user to highlight their duty needing swapped. Step 2 then asks the user to now select other user's duties to swap with them. In the screen shot above the SB driver duty needs a swap. Notice also that the RO duty is showing that it is available for swapping. When clicked, this duty is added to swap request. Step 2 can be repeated against a number of duties and dates.

Once all the duties have been selected, the user can write a brief note to be included in the swap request email. The user can also ask for the details of the swap request to be emailed to them.

### **Volunteering for a duty swap**

A user can volunteer to take the duty swap by logging and following the previous section 'Volunteering for a duty'.

### **Contact**

Any problems with this document or in using the Dutyman system can be sent to the Dutyman administrator at [Dutyman@largssc.co.uk](mailto:Dutyman@largssc.co.uk) who will try to help.

February 2013