

Duty Roster Maker Help



Duty Roster Maker

[Database Controls](#)

[Setup Dialog](#)

[Assignment Dates Dialog](#)

[Assignment Counters Dialog](#)

[Using the Duty Screen](#)

[Using the Roster Screen](#)

Quick reference information



[Instructions](#)

Step-by-step instructions to help you complete your task



[Automatic Duty Assignment](#)

[Manipulating the Count](#)

How to reverse rosters, absent with out leave, and unexcused absences

Continuing a new or existing roster

Database Controls

Use the Add button to add a record, delete to delete a record, update to update, and sort the sort the data file. Additionally, the asterisks appearing at the bottom of the grid can be used to add new records. When changing records in the grid, information in the grid is automatically updated. Click on and drag the grid separator to resize cells. The keyboard arrow keys may be used to navigate more quickly through the cells, and delete key will delete the current database record.

The program uses Microsoft Access™ data files. To easily identify certain files the extensions have been changed from “.mdb” to “.tmp” or “.drm”. The repair and compact database utilities could be run on these files if necessary.

Setup Dialog

The Setup dialog box allows user configuration of Soldier and duty qualifications, consolidated roster holidays, and the selectable comments in the roster comment grid column.

Qualification titles appear next to the checkboxes in the Duty and Roster input screens. The user can choose whatever titles they need to distinguish duty roster eligibility. The program must be restarted once changes are made.

When the qualification textbox is empty the available checkbox becomes subdued in the Duty and Roster input forms. Be certain nothing was left checked before deleting the text when making changes. A subdued checked item could affect roster assignment. Checked items do not automatically change because the qualification title is changes.

To create a consolidated roster maintaining separate counts for normal duty days and holidays the Tools|Consolidate item must be checked in the main program menu. Additional holidays can be added using the calendar under the Holidays tab in the Setup dialog box. A label for the holiday can be added under the Title column in the grid.

The comment tab allows users to pre-configure drop down comments which appear in the comment column in the Roster input screen. Additional information, like the dates, can be added later for each instance when making comments.

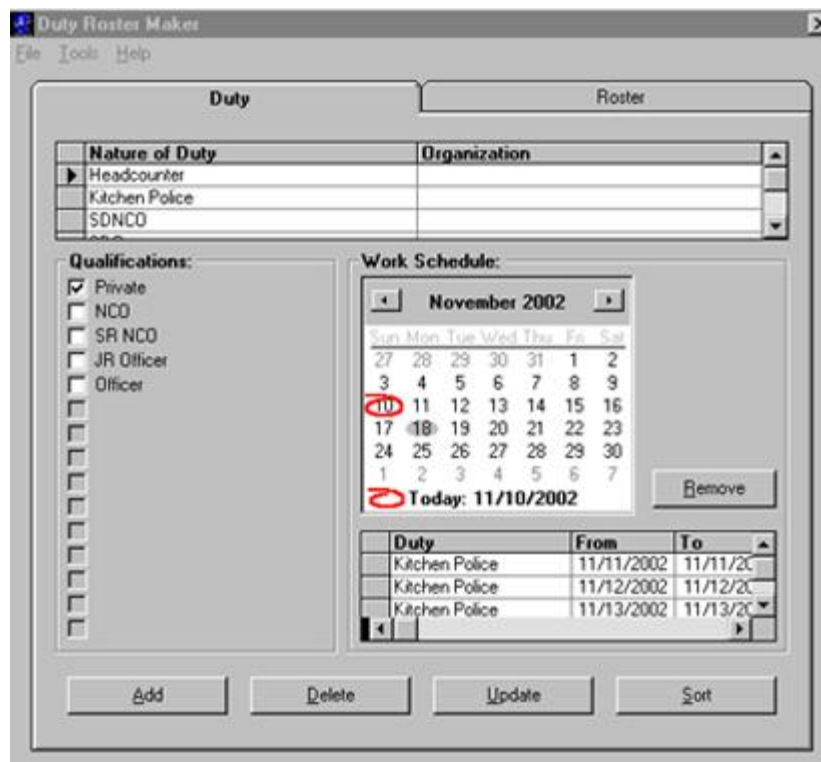
Assignment Dates Dialog

The assignment dates dialog is automatic except for making changes. When Soldiers are assigned a duty they are added to this list with the duty begin and end dates. They will receive a “D” on any other rosters for duties on those dates. Soldiers are only assigned one duty per day.

Assignment Counters Dialog

The assignment counters dialog is automatic except for making changes. When creating rosters new names are automatically added and missing names deleted. The Soldier receives a point when being assigned a duty. The point can be taken back in the event of unsatisfactory performance of the assigned duty. Locate the Soldier name and duty and subtract one from the normal count list for a regular duty day or the holiday count for holidays. Sorting the list shows the order for future duty assignment.

Using the Duty Screen

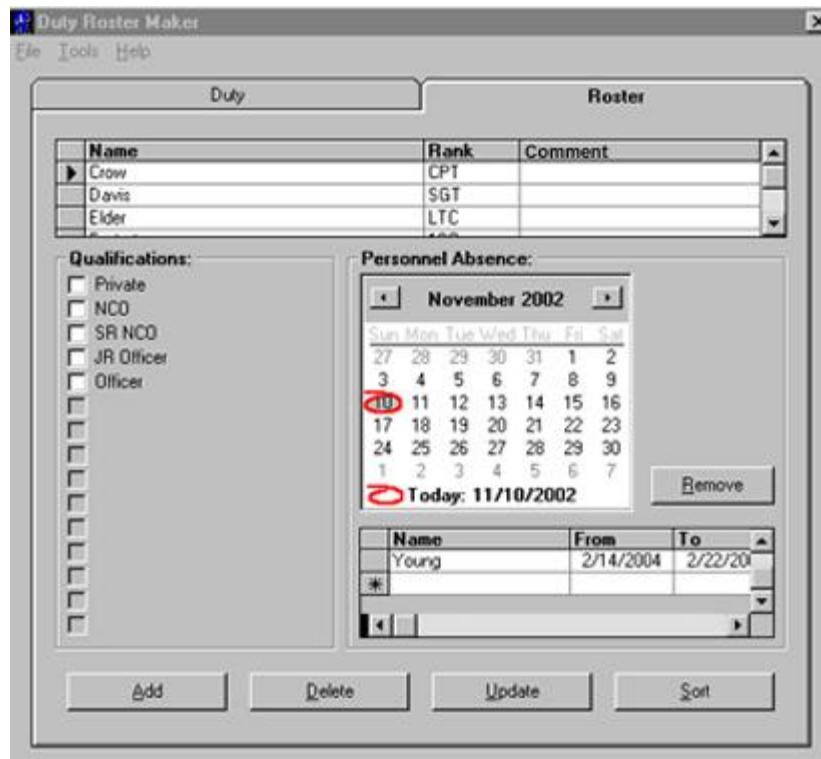


Highlight the duty in the top grid and click the date in the calendar to add each instance of the duty automatically to the grid in the lower right of the form. Do not use the same day to end the duty as the start of the next. This will cause a "D" to appear in the duty roster after the duty is assigned because the Soldier is already doing the duty on that day. If two Soldiers are needed to perform the duty at the same time add the same date twice. If three Soldiers are needed add it three times. Each individual roster is limited to 36 assignments. If the duty is for multiple days then highlight the days, the name of the duty and start and end dates appear in the lower right grid.

Each time the software starts it automatically removes old dates. If you start the program before the last end date from the previous roster duties may still appear in the lower right grid. Delete them before making the next roster or dates will overlap. The duties in the lower right grid are assigned when the new roster is created.

Highlight the duty in the grid at the top and then select the minimum requirements in the qualifications group box. Changing cells in the grid updates the data.

Using the Roster Screen



Highlight the Soldier in the top grid and click the dates in the calendar to add excused absences. The grid in the lower right is automatically populated with the name and dates. Add a comment to explain the absence in the comment column in the grid at the top. Comments appear on the notes page and a corresponding number automatically added on the rosters after the Soldiers name.

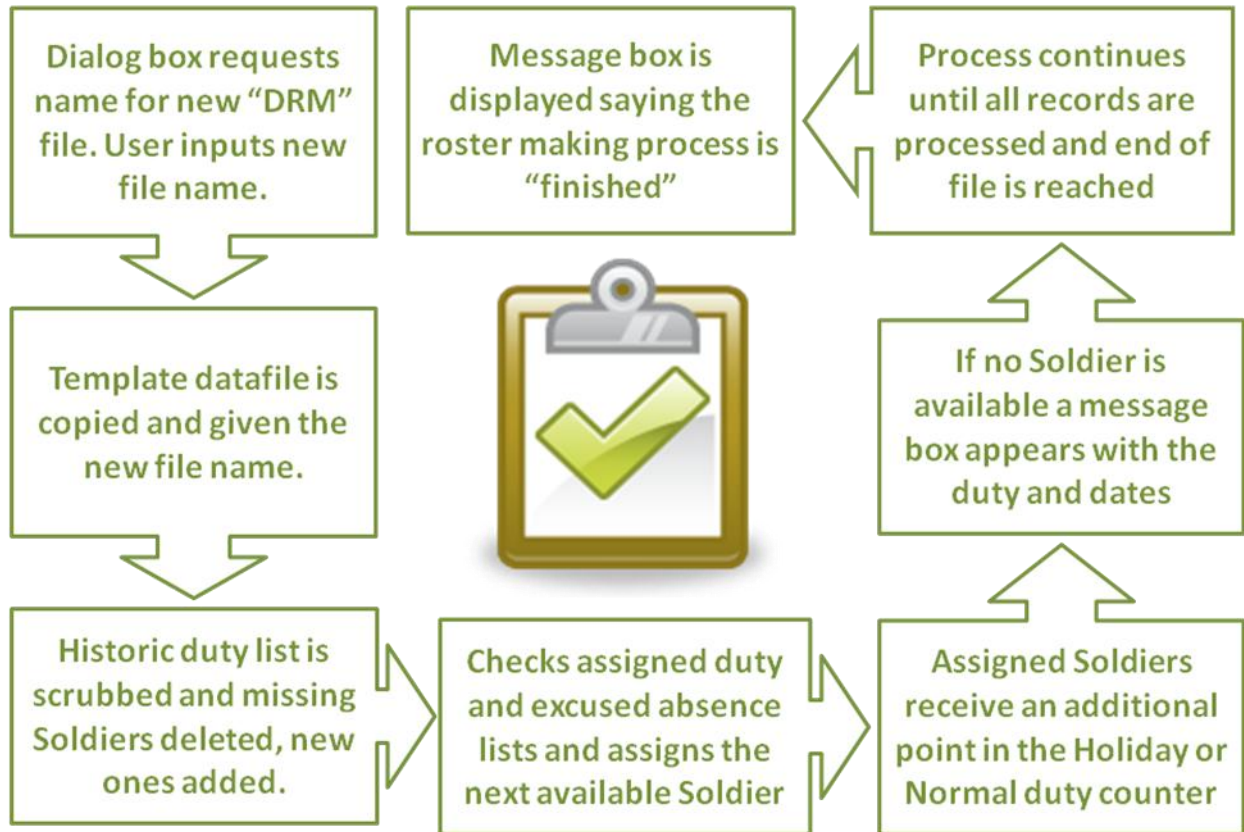
Place a check in each of the Soldiers qualifications by highlighting their name and then qualifications in the qualifications group box. Changing cells in the grid updates the data.

Instructions

1. Choose file|setup and then the qualifications tab. Decide the qualifications you wish to use and type them into the text boxes. Blank qualifications are disabled and can be used to separate groups of similar types of qualifications. For example; types of licenses, rank groups, or shifts.
2. Click the holiday tab. Enter the upcoming holidays using the calendar control. The maximum number of holidays is 98.
3. Select the comment tab and enter commonly used excused absence comments. Additional information about dates or other remarks can be added in later on a case by case basis. The comments show up on the roster notes page with a number by the name of the Soldier it applies to.
4. Next use OK button and restart the program. This re-populates the controls with the new information.
5. Add all Soldiers and duties to the grids at the top of the duty and roster tabs. The maximum number of duties is 99.
6. Determine the minimum duty and maximum Soldier qualifications and check the appropriate boxes on each of the two forms. The Soldier must exactly match each duty requirement; they can have more qualifications, but not less. For example, if the duty is only for SFC's then SFC = SFC, if the duty is for bus drivers then, License = License, WO1-MAJ = officer group, or PV2-SPC = Jr enlisted.
7. Click the roster tab and input every excused absence for each soldier by using the calendar control. The dates automatically appear in the absence list below. Make a corresponding comment in the comment column for the Soldier as well. The comments print on the roster notes page with a corresponding number after the Soldier's name.
8. Click the duty tab and use the calendar to input each duty date for the period you wish to create the roster for. Similarly, the duties appear in the duty list below. It is important to note that the duties in the grid below the calendar are the duties that will appear on the roster. Be certain to remove any duty dates you do not want to appear on the rosters you are generating.
9. When all of the data is correct select the File|Make New Datafile menu item. The program displays a message box indicating the file is successfully created.
10. Use File|Open Print Rosters to Open the new roster for viewing or printing.
11. When the program starts it automatically removes old holiday, duty, and personnel absence dates. If making rosters every week, for example, when restarting the software in a week, no duties appear in the scheduled duty list.

Automatic Duty Assignment

Process of Making a New Datafile



Manipulating the Count

If a soldier **does not show up** for a duty the next soldier can be determined by using the Assignment Counters form. If it is for a holiday then select the holiday button to sort the data by the holiday counter. All duties and soldiers are sorted according to who should complete the duty next. Subtract a point from the soldier who did not show, and give a point to the soldier at the top of the list for the same duty. The next time a roster for the duty is created the soldier who lost the point will be at the top and one who gained the additional point at the bottom.

If a soldier is a long term **AWOL**, or etc, remove his qualifications and he will not be scheduled on any more rosters. When he shows up again, then he could qualify for a special duty list. If a soldier is new, or re-qualifies for a duty he is averaged into the count for that duty. Likewise, soldiers who are no longer qualified are automatically removed from the count list.

To **undo a roster** for whatever reason two actions are necessary. First, choose Tools|Assignment Counters from the menu. Each soldier on the roster needs to lose the point they were given for performance of the duty. Secondly, the program needs to know it can assign these soldiers other duties. Select Tools!Assignment Dates from the menu. As the roster was created each soldier being assigned a duty was added to this list. By being on this list they receive a “D” and are not given any other duties at the same time. Find each date and soldier on the roster and delete them so they can be assigned other duties. Otherwise, generating a second roster will produce a lot of “D”’s, since the computer thinks the soldiers already have the duties.

Data can be input from **manual rosters** by two methods. If the roster was generated using this software, use the Assignment Counters form to add the points for each soldier who performed a duty. If the roster was not generated using this software, then complete the steps described in the Instructions through number 7. Only input one date for each duty on the duty screen by selecting the duty name at the top of the form and clicking the calendar in the center, next select File!Make New Datafile, ensure the roster is created successfully, open the Tools!Assignment Counters form, give each soldier the points they earned on the old manual roster, go to Tool!Assignment Dates, delete the one date per duty for each soldier on the roster that was just generated, then follow the rest of the instructions continuing with number 8.