

# RAMCOAVIATIONSOLUTION VERSION 5.9 USER GUIDE ROSTER MANAGEMENT

# ramco

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## **ABOUT THIS MANUAL**

This manual briefly describes the basic processes and functions in Ramco Aviation Solution.

#### WHO SHOULD READ THIS MANUAL

This manual is intended for users who are managing the Aviation industry processes and are new to Ramco AviationSolution. This manual assumes that the user is familiar with the Aviation Industry nomenclatures and systems based software.

#### HOW TO USE THIS MANUAL

Ramco Aviation Solution provides extensive Online Help that contains detailed instructions on how to use the application. Users are suggested to use this manual for specific references, along with the Online Help. This manual contains enough information to help the users perform the basic tasks and points toward the Online Help for more detailed information.

#### HOW THIS MANUAL IS ORGANIZED

The User Guide is divided into 2 chapters and index. Given below is a brief run-through of what each chapter consists of.

Chapter 1 provides an overview of the entire **Roster Management** business process. The sub processes are explained in the remaining chapters.

Chapter 2 focuses on the Roster Management sub process.

The Index offers a quick reference to selected words used in the manual.

#### **DOCUMENT CONVENTIONS**

- The data entry has been explained taking into account the "Create" business activity. Specific references (if any) to any other business activity such as "Modify" and "View" are given as "Note" at the appropriate places.
- Boldface is used to denote commands and user interface labels.

Example: Enter Company Code and click the Get Details pushbutton.

Italics used for references.

Example: See Figure 1.1.

The sicon is used for Notes, to convey additional information.

#### **REFERENCE DOCUMENTATION**

This User Guide is part of the documentation set that comes with Ramco Aviation Solution.

The documentation is generally provided in two forms:

- The Documentation CD in Adobe® Systems' Portable Document Format (PDF).
- Context-sensitive Online Help information accessible from the application screens.

#### WHOM TO CONTACT FOR QUERIES

Please locate the nearest office for your geographical area from www.ramco.com for assistance.

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# 1. INTRODUCTION

In the Aviation industry, the Crew Scheduler/shift Planners prepare rosters for a period of a month that contain the flight schedules and duty details of pilots/ mechanics. Rostering enables key information including employees' assignment to shifts/re-assignment of employees' to shifts based on employee availability/leave etc. to be recorded and disseminated across the board and aids in the assignment/re-assignment of employees to aircraft. These rosters may also require timely updates based on change in employee availability, assignment of employees to shifts or aircraft. Hence, rosters already published may need to be published again after the details are revised.

# 2. ROSTER MANAGEMENT

Roster Management sub process enables the user to create and modify the shift/duty details that are used in the roster schedule of the mechanics/pilots. It enables defining the shift/duty pattern and mapping employees to the Shift/Duty pattern. It also enables to define the Roster Group and associate employees to the Roster Group.

Shift/Duty Roster for the mechanics/pilots every month can be created. Review and modification of the Shift/Duty Roster of the mechanics/pilots can be performed in the Roster Management sub process.

## 2.1. MAINTAINING SHIFT/DUTY

This activity allows the user to create and modify the shift/duty details that are used in the roster schedule of the mechanics/pilots. Shift/Duty with description, color and effective from/to will be defined in this screen.

#### 2.1.1 MANAGING SHIFT/DUTY DETAILS

1. Select Maintain Shift/Duty under Roster Management business component. The Maintain Shift/Duty page appears. See Figure 2.1.

* 8	Ma	intain Shift/D	uty								RAMCO OU-	Ramco Role 🔻 🕮	₽₽€?⊡
- Mai	ntain S	hift/Duty											
_			Shift/Duty #						Status	Active 💌		Get Deta	ils
- Shif	t/Duty	Details											
	1	1 - 11/11 > >	+-0x0%	۲ X							×* 😒 🔻 🗰 💷 👫 🚿 🗛		Search Q
		Shift/Duty #	Shift/Duty # Display Name	Description	Color	Status	Start Time	End Time	Break Timings	Effective From E	Effective To Shift/Duty Category	Remarks	Addl. Reference
1		FC	FC	FC	Biloba Fl 💊	<ul> <li>Active</li> </ul>	<ul><li>10:00:00</li></ul>	11:50:16	Not Defined			~	
2		LV			s Gre 🔻	<ul> <li>Active</li> </ul>	~	0	Not Defined	Click data hyperli	ink	~	
3		LA	Shift/Duty #	can he	d Will 🦄	<ul> <li>Active</li> </ul>	~	0	Not Defined	chek duta Hypern	<b></b>	~	
4		DC	Shirt/Duty "	can be	nt Blue 🖄	Active	~	0	Not Defined	to define Break		~	
5		нр	created and	previously	den G 🦄	<ul> <li>Active</li> </ul>	~	0	Not Defined	Timings for the		~	
6		MD	and the all Clutter	/D t #	s Gre 🦄	<ul> <li>Active</li> </ul>	~	0	Not Defined	rinnings for the	Coordinator	~	
7		BL	created Shift,	/Duty #	rto Ri 🦄	<ul> <li>Active</li> </ul>	~	0	Not Defined	shift/duty.	Coordinator	~	
8		MADR	can be modif	fied	eet Pink 🚿	<ul> <li>Active</li> </ul>	~	0	Not Defined		100	~	
9		HAL			rto Ri 🦄	<ul> <li>Active</li> </ul>	<ul><li>08:00:00</li></ul>	16:00:00	Openined	2013/10/01	Coordinator	~	
10		LAH	LAH	LAH	Moss Gre N	<ul> <li>Active</li> </ul>	<ul><li>20:00:00</li></ul>	04:00:00	Not Defined	2019/10/01 🕮 20	022/09/30 📖	~	
													+
								Save					

Figure 2.1 Maintaining Shift/Duty

#### In the Maintain Shift/Duty section,

- 2. Enter **Shift/Duty #** of the Roster.
- 3. Use the Status drop-down list box to specify the status of the Shift/Duty #.
- 4. Click the **Get Details** pushbutton to retrieve the Shift/Duty details in the multiline.

#### In the Shift/Duty Details multiline,

- 5. Enter the **Shift/Duty #** of the roster.
- 6. Enter the **Description** of the Shift/Duty #.
- 7. Use the **Color** drop-down list box to specify the color of the Shift/Duty #.
- 8. Use the **Status** drop-down list box to specify the status of the Shift/Duty #.
- 9. Enter the **Start Time** and **End Time** of the Shift/Duty #.
- 10. Enter the Effective From and Effective To of the Shift/Duty #.
- 11. Use the Shift/Duty Category to specify the category for which the Shift/Duty # is defined.
- 12. Click the Save pushbutton to record the Shift/Duty # details.
  - Note: If the shift/duty is modified once it is used in a roster and it is already published then system will intimate the same in the success message. The changes will not affect the already published roster.

#### Maintaining Shift/Duty Break timings

1. Select the data hyperlink in the Break Timings column of the Shift/Duty Details multiline in the Maintain Shift/Duty page. The Maintain Shift/Duty Break Timings popup appears. See Figure 2.2.

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	nift/D	Details	nings						14		v		1	1
_ shirt/	DULY	Shift/Duty #	FC			Shift/Duty Des	ic. F	÷C						
Break	Time	-								-				÷
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#		Break ID	Break Description	n	Start Time		E	End Ti	me				-	Į.
						Enter break details in th multiline.	e							
													Þ	
				Sav	e									

Figure 2.2: Setting breaks during shift/duty

- 2. Enter Break ID, Break Description, Start Time and End Time for the break during shift/duty.
- 3. Click the **Save** pushbutton to save input data.

# 2.2. MAINTAINING SHIFT/DUTY PATTERN & ASSOCIATING EMPLOYEES

This activity enables to define the shift/duty pattern and map employees to the Shift/Duty pattern. Shift/Duty Pattern with description and duration will be defined in this screen.

#### 2.2.1 MANAGING SHIFT/DUTY PATTERN DETAILS

1. Select Maintain Shift/Duty Pattern & Associate Employees under Roster Management business component. The Maintain Shift/Duty Pattern & Associate Employees page appears. See Figure 2.3.

Mai	ntai	n Shift/Duty Pattern	Associate Employees						
		Shift/Duty Pattern		Status Active	•		Shift/Duty		Get Details
5hift/	Dut	Pattern Details	Using this tab, user						
44	4	1 - 10 / 30 🕨 👐 🕒	can create pattern		人口日	X 🛛 🗎 🛪 🕒	# ₩ 10 14 × All	Ŧ	Q
#		Shift/Duty Pattern	for shift/duty created	tion (Days)	Shift/Duty Mapped	Status	No. of Employees	Remarks	Addl. Reference
1		SD1	for shirt/daty created	7	4BC,3FC	Active 🗸		ST	ref
2		NJ CA	CN CN	4	2FC,2ST	Active 🗸		markS	addref
3	E	BC5	BC5	5	40FF,1ST	Active 🗸			
4	Ľ	BC5FC2	BC5FC2	7	5BC,2FC	Active 🗸			
5		5BC20FF	5BC20FF	7	5BC 10FF,1FC	Active 🗸			
6		SCSTOFF	SCSTOFF	3	2FC,10FF	Active 🗸			
7		SF	SF	2	1BC,1F				
8	Ľ	nf	nf	1	1A1 Click hyp	perlink to map	)		
9	E	ST	ST	1	<sup>№</sup> shift/dut	v pattern			
10		1F	1F	2	1NY,1A	<b>y</b> [		1	
		4							۱.

Figure 2.3 Maintaining Shift/Duty Pattern & Associating Employees

- 2. Select the Maintain Shift/Duty Pattern tab to define the Shift/Duty pattern of the roster.
- 3. Select the Associate Employees tab to associate the employees to the Shift/Duty pattern of the roster.

#### **Recording Shift/Duty Pattern details**

- 1. Select the Maintain Shift/Duty Pattern tab to define the Shift/Duty pattern of the roster.
- 2. Enter the Shift/Duty Pattern.
- 3. Select the Status and Shift/Duty of the Shift/Duty pattern.
- 4. Click the Get Details pushbutton to retrieve the Shift/Duty Pattern details in the multiline.

#### In the Shift/Duty Pattern Details multiline,

- 5. Enter the Shift/Duty Pattern and Description.
- 6. Enter the **Duration** of the shift/duty pattern.
- 7. Click the hyperlinked **Shift/Duty Mapped** to map the shift/duty # and duration pattern. On click of the hyperlink <u>Shift Duty Mapped</u> pop-up appears.
- 8. Select the **Status** to activate or inactivate the Shift/Duty Pattern.
- 9. Select the Save pushbutton to save the Shift/Duty Pattern.

#### Shift/Duty Mapped pop-up

This pop-up enables to map the Shift/Duty # with the duration.

- 1. Use the drop-down list box to select the **Shift/Duty** # of the roster. See Figure 2.4.
- 2. Enter the **Duration** of the Shift/Duty #.
- 3. Click the **Save** pushbutton to record the Shift/Duty mapping.

#### 10 | Roster Management

III I	Duty Mapped				53	¢ X
plica	able Shift/Duty					-
14	1 - 2 / 2	F FF	+ T T <sub>x</sub>			Q
	Shift/Duty		Duration (Days)			
	BC	~			4	
	FC	*			3	
		~				
				User can enter	/	
				the duration for	ſ	
				the colorted chift		

Figure 2.4 Shift/Duty Mapped pop-up

#### **Associating Employees to the Shift/Duty Pattern**

This tab enables to map the Employees to shift/duty pattern. This tab also displays the 'Day1 shift/duty' hyperlink for a shift/duty pattern once the applicable shift/duty is mapped to it. *See Figure 2.5.* 

*	D	Maintain Shift/Duty Pattern & A	ssociate Employee	5					2	: 8	₽ ·	+ 1	? [
Ma	intair	n Shift/Duty Pattern Associate Emplo	oyees										
		Shift/Duty Pattern	Ling this t	ab usor can	Search Get Details	n By	▼						•
Shif	t/Dul	ty Pattern Details 1 - 10 / 22 → → + - □ ∻	associate er shift/duty p	nployees to attern			車 == Ⅲ 14 × A	I				Q	1
#	-	Shift/Duty Pattern	15	00001458	ployee Name	Effective From	Effective To	Day1 Shift	/Duty	Job (	lassifica	tion	
2	E	54 V	\$4	00001438	BORTOLAN, ROBERT	May-01-2019		No					
3	E	s5 v	55	00000187	PIVETTA, GIANVITTORIO	May-01-2019		Yes					
4	E	S5 ¥	S5	00005589	BEAULIEU, CHRISTIAN	May-01-2019		Yes					
5	E	S1 v	S1	00025470	DUGUAY, JEAN SEBASTIEN	May-01-2019		No					
6	E	S2 ¥	S2	00025479	REINERT, PHILIP	May-01-2019		No					
7	E	S3 🗸	S3	00025602	SANTOS, JONATHAN	May-01-2019		No	-				
8	E	S4 🗸	S4	00025653	LAURIE, KENNETH	May-01-2019		No		-	_		
9	E	S5 🗸	S5	00025657	MASHHEDI, SHEHRYAAR	May-01-2019		No	Click hyperl	ink t	0		
10	E	S1 🗸	S1	00030925	CHAVEZ, NESTOR	May-01-2019		No	define Day	1 of	the		
		4							shift/duty p	atter	m		Ŧ

Figure 2.5 Associating Employees to Shift/Duty Pattern

- 1. Use the **Shift/Duty Pattern** drop-down list box to select the Shift/Duty Pattern to which the employees are to be associated.
- 2. Use the **Search By** drop-down list box to specify the value based on which the shift/duty pattern details are to be retrieved. The system lists the options 'Employee', 'Roster Group', 'Work Center' and 'Job Classification'.
- 3. Click the Get Details pushbutton to retrieve the Shift/Duty pattern details in the multiline.

#### In the Shift/Duty Pattern Details multiline,

- 4. Enter the Shift/Duty Pattern and Employee #.
- 5. Enter the **Effective From** to specify the date from which the shift/duty pattern is effective.
- 6. Click the hyperlinked **Day 1 Shift/Duty** to define the first day of the Shift/Duty Pattern. On click of the hyperlinked Day 1 Shift/Duty **Applicable Shift/Duty** pop-up appears.
- 7. Click the **Save** pushbutton to record the employee mapping with the Shift/Duty Pattern.

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#### **Applicable Shift/Duty pop-up**

This pop-up enables to define the first day of the Shift/Duty of the roster.

1. Select the hyperlinked **Day 1 Shift/Duty** in the Employee Details multiline of the **Create/Edit Roster** screen. The Applicable Shift/Duty pop-up appears. *See Figure 2.6.* 

Appli	cable Shift/Duty		ē¢? ⊡ ×
Applic	able Shift/Duty		
44	( 1 -7/7 ) → + T T <sub>x</sub>	人业 🛛 🗴 🖂 🖄 🗶 🖮 🖬 🗛 📈 🗛	۵ 🔻
#	Shift/Duty	Day 1 Shift/Duty of Roster?	
1	Shift5	8	
2	Shift5	2	
3	Shift5		
4	Shift5	User can select the checkbox	
5	Shift5		
6	OFF	for Shift/Duty which will be	
7	OFF	the Day1 Shift/Duty	
	Remarks		Save

#### Figure 2.6 Applicable Shift/Duty pop-up

In the Applicable Shift/duty multiline,

- 2. Enter the Shift/Duty based on the shift/duty pattern mapped for the employee.
- 3. Select the **Day1 Shift/Duty of Roster?** checkbox to select the first day of the Shift/duty.
- 4. Click the **Save** pushbutton to save the Day1 of the Shift/Duty of Roster.

## 2.3. MAINTAINING ROSTER GROUP

This activity enables to define the Roster Group and associate employees to the Roster Group. Roster Group with description and group type will be defined in this activity.

#### 2.3.1 MANAGING ROSTER GROUP DETAILS

1. Select Maintain Roster Group under Roster Management business component. The Maintain Roster Group page appears. *See Figure 2.7.* 

Using this tab, user       can create the Roster     Roster Group Type       Status     No. of Employees       Remarks     Addl. Reference       Group     PI     Active     5
can create the Roster         Roster Group Type         Status         No. of Employees         Remarks         Addl. Reference           Group         PI <ul></ul>
Group PI v Active v 5
Active V

#### Figure 2.7 Maintaining Roster Group

- 2. Select the <u>Roster Group</u> tab to maintain the Roster Group.
- 3. Select the <u>Associate Employees</u> tab to associate the employees to the Roster Group.

#### **Recording Roster Group details**

- 1. Select the **Roster Group** tab to define the Roster Group.
- 2. Specify the Roster Group #, Roster Group Type and Status.
- 3. Click the Get Details pushbutton to retrieve the Roster Group Details in the multiline.

#### In the Roster Group Details multiline,

- 4. Enter the **Roster Group #** and **Description**.
- 5. Use the **Roster Group Type** drop-down list box to specify the type of the roster group.
- 6. Click the Save pushbutton to save the Roster Group details.



#### **Associating Employees to Roster Group**

1. Select the Associate Employees tab to associate employees to the Roster Group. See Figure 2.8.

* 🗉	) M	laintain Roster Group						겨 를	₽ ← ?
Rost	er Gr	oup Associate Employee	25						
100		Roster Gro	nup #		Employe	e # P		Get Details	
Roste	r Gro	up Employee Details	Using this tab,	user can	人 In 13				Q
#		Roster Group #	associate empl	ovees to	Display Seq. #	Effective From	Effective To	Job Classification	E
1		RG-Test-01	Roster Group			May-01-2019			A
2		RG-Test-01	, Roster Group			May-01-2019			A
3		RG-Test-01	00030927	JODOIN, GUY		May-01-2019			A
4		RG-Test-01 🗸	00030928	SAUVE, JEAN-PHILIPPE		May-01-2019			А
5		RG-Test-01 🗸	00030944	FORTE, PIETRO		May-01-2019			A
6		RG-Test-01 🗸	00030946	FORGET, PIERRE		May-01-2019			A
7	E	~	•						
		1							,
					Save				,

#### Figure 2.8 Associating Employees to Roster Group

- 2. Specify the Roster Group # and Employee #.
- 3. Click the **Get Details** pushbutton to retrieve the Roster Group Employee Details in the multiline.

#### In the Roster Group Employee Details multiline,

- 4. Enter the **Roster Group #** and **Employee #** to be associated with the Roster Group #.
- 5. Enter the **Effective From** to specify the date from which the Roster Group # is effective.
- 6. Click the Save pushbutton to record the Roster Group Employee Details.

# 2.4. CREATING/MODIFYING ROSTER

This activity allows the user to create, modify and view the roster details and mapping details of the employee with Shift/Duty. On successful creation of roster in 'fresh' status the radio button check will be auto flipped to Edit/View Roster.

#### 2.4.1 CREATING ROSTER

1. Select **Create/Edit Roster** under **Roster Management** business component. The **Create/Edit Roster** page appears. *See Figure 2.9.* 

祄 > Roster Manageme	ent > R	oster Management	Create/Edit Roster			~	<b>7</b> .				
\star 🗎 Create/Edi	it Roste	er		,						x ⊜ ¤ ←	? 🗔 🖪
Create      Edit/View     Roster Details	Rost	Select ra	dio button VEdit Roster			Decorint	ion		Crah e		
	- COAC	Roster Level		111 		Categ	gory	¥	User Status	•	
Employee Details											
44 4 [No records to c	display]	• • + - 0	∲ ¥ ¥,					YFAXS	□ 22 Ø # # IE 14 × Al	<b>v</b>	Q
# Employee #	P	Employee Name	Effective From	Effective To	Exclude?	Seq. #	Remarks	Job Classification	Shift/Duty Pattern	Day 1 Shift/Duty	_
	Ra	oster Remarks	Any tex regard	ktual descri ing Roster a	ption #				Ca on Carcellation Comments	ncellation is allo ncellation comm	ents
			Save		Confirm			Review / Publish Roster	Cancel		
Record Statistics			Created By Last Modified By					l	Greated Date ast Modified Date		

#### Figure 2.9 Creating Roster

2. Select the Create radio button to create the roster for the employees.

In the Roster Details group box,

- 3. Enter **Description** of the Roster.
- 4. Enter Effective From and To dates of the Roster schedule.
- 5. Use the **Roster Level** drop-down list box to specify the Roster level at which the roster is to be created. The Roster levels are "Roster Group", "Span of Control" and "Work Center".

#### In the Employee Details multiline,

- 6. Enter the **Employee #**.
- 7. Use the **Exclude?** drop-down list box to specify whether the employee is excluded from the Roster #/Rev # or included.
- 8. The **Day 1 Shift/Duty** displays the Shift/Duty of Day1 for the employee. On click of the hyperlink **Applicable Shift/Duty** pop-up appears.
- 9. Click the Save pushbutton to save Roster details.

Roster #/Rev # will be created in 'fresh' status, revision with blank for the selected employees along with their shift/duty patterns

- 10. Select the **Review/Publish Roster** link to review and publish the roster.
  - > Note: Only confirmed and published roster # will have schedules in the 'roster details' tab.

#### 2.4.2 MODIFYING/VIEWING ROSTER

- 1. Select the Edit/View radio button in the Create/Edit Roster page. See Figure 2.10.
- 2. Enter the **Roster #/Rev. #** of the document that you wish to modify or view and click the **Go** pushbutton. The specified Roster document that you wish to modify or view appears.
- 3. Select the **Confirm** or **Cancel** pushbutton.

On confirmation of roster, system will explode the schedule population for Review/Publish roster and create a schedule # and keeps it in 'confirmed' status. Also the schedule # is incremented to +1 every time the roster is getting confirmed.

<u></u>	Rost	er Management 👌	Roster Managemen	t > Create/Edit	Roster														
	Crea	te/Edit Roster													X;	-	<b>1</b>	E S	
O Cre	ate (	Edit/View     Details																	
		Ros	ter #/Rev. # 2 R05	5-000001-2019	1 (	io		1	Descriptio	Jun 2019			Statu	S Confirmed					
			Effective From	2019	30-06-2019	100			Categor	ry Crew Planning	w		User Statu	us Coordinato	r v				
			Roster Level Ros		▼ Test-01	v													
8.6	mploy	yee Details																	
	•	1 - 10 / 10 + +		Help icc	on availal	ole to					٨			Al			*		Q
#		Employee # D	Employee Name	retrieve	the prev	riously	Exclude?	Se	eq. #	Remarks	Job Class	sification	Shift/Duty Pattern	1	Day 1 Sh	hife/Ducy			
1	₫.	00001612	LUCIO TARTAGLI	created	rostars		No	*					PAT2		Yes				
2	8	00001613	ALAIN DEMERS	cicateu	1031013		No	*					PAT1		No				
3	1	00001626	ROBERT BORTOLAN	01-06-20	19	30-06-2019	No	*					PAT2	1	No				
4	1	00001632	ARNALDO ARCE	01-06-20	19	30-06-2019	No	*					PAT1		No				
5	13	00001661	JOANNE COYSTON	01-06-20	19	30-06-2019	No	*					PAT2	- /	No				
6	13	00018703	RONALD CORDS	01-06-20	19	30-06-2019	No	*				Hyperlink to	Jaunch Dav	V	No				
7	8	00018723	DENNIS CORDEIRO	01-06-20	19	30-06-2019	No	*					haunch Day	/	No				
8		00018785	BRUNO COTE	01-06-20	19	30-06-2019	No	*				1 Shift/Duty	pop-up, to		No				
9	8	00019356	JEAN SCOTT	01-06-20	19	30-06-2019	No	*				assign the fi	rst shift	1	No				
10		00019375	PIOTR ZELISZCZAK	01-06-20	19	30-06-2019	No	*							No				
			Roster Remarks	June 2019									Cancellation Comments						
					Save		Confirm	)		Review / Public	sh Roster		Cancel						
-	ecord	Statistics													_	_	_		
1				Created	By DMUSER							Created	Date 20.06.2019						
				Last Modified	By DMUSER							Last Modified	Date 20-06-2019						

Figure 2.10 Modifying Roster

# 2.5. **REVIEWING/PUBLISHING ROSTER**

The **Review/Publish Roster** screen facilitates review and modification of the Shift/Duty Roster of the mechanics/pilots. Regular update of the roster for assigning or re-assigning employees to shifts based on employee availability/leave etc. can be performed using this activity.

1. Select the **Review/Publish Roster** under the **Roster Management** business component. The **Review/Publish Roster** page appears. *See Figure 2.11.* 

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Figure 2.11 Review/Publish Roster

- 2. Select the **Review/Update** radio button to review/update Roster.
- 3. Select the View radio button to view the Roster details.
- 4. Use the **Action** drop-down list box to specify the action of the Roster which could be "Review/Update Plan" or "Review/Update Actual".

#### In the Roster Details group box,

- 5. Enter **Roster # / Rev. #** of the Employee.
- 6. Click the Get pushbutton to retrieve the Roster Details and Roster Summary of the Employee.
- 7. Select the <u>Roster Details</u> tab to view the Shift/Duty details for the mapped employees.
- 8. Select the Roster Summary tab to view the shift/duty wise employee count.
- 9. Click the Save pushbutton to record the updated Roster details.
- 10. Click the **Publish** pushbutton to publish the Roster Schedule.

On successful creation and publishing the roster, the status changes to 'publish' and revision number will be blank. When the published roster is modified and saved then the status of roster will be updated as 'fresh' and the revision number increments to +1. However the changes and modification done on actual mode in the previous revision of roster will be carried forward to the new revision.

#### To proceed, carry out the following

11. Select the **Generate Roster Report** link to generate the Roster Report.

#### **Reviewing Roster Details**

- 1. **Roster Details** tab displays the normalized Shift/Duty details for the mapped employees for the roster period with color codes defined for the shift/Duty.
- 2. On click of the *icon*, **Change Shift/Duty** pop-up appears.

#### **Reviewing Roster Summary**

1. **Roster Summary** tab displays the shift/duty wise employee count for the individual days of the roster period. *See Figure 2.12.* 



Figure 2.12 Review/Publish Roster Summary tab

#### **Change Shift/Duty Pop-up**

This pop-up enables the user to update the shift/duty details of particular period in the roster schedule. *See Figure 2.13.* 

- 1. Select the Shift/Duty and modify the From and To fields.
- 2. Click the Save pushbutton to save the altered Shift/Duty details of the roster.

Change	Shift/Duty			X
From Shift/Duty Remarks	May-01-2019	To	May-23-2019	1=1 
	User can select the Shift/Duty by using the drop-down	Save		



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