



Attendance Tracking System

Administrators Guide

ATTENDANCE TRACKING SYSTEM

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Contents

Introduction	1	One Stop Visits	24
System Requirements	1	Multi Leg Visits	26
Server	1	Visitors Report/View Visitors	28
Client	1	Reports	29
Using ATS, First Steps	2	Report Descriptions	29
System configuration	2	Day Reports	29
Workflow	2	Month Reports	30
User interface	2	Other Reports	31
The Menu Bar	2	View POB	32
Location Selection	3	POB Totals	33
Tabs and Location Menu	3	POB Skills	34
Pop Up Calendar	4	View Movements	35
Report Title Bar	4	Flight List	36
Login Procedure	5	Hotel Bookings	37
Changing your Password	6	Find Person (Where is?)	38
Employees	7	NUI Day List	39
Selecting or Adding Employees	7	View Month Rota	40
Employee Details	8	Links, Notes and Bed Overrides	41
Employee Bulk Update	10	Edit Month Rota	42
Employee Details Report	11	View 3 Month Rota	43
Employee Skills Report	11	Month Summary	44
Calendar	12	Movement Summary	45
Selecting Calendars to View or Edit	12	Skills Summary	46
New Calendars	13	Month Totals	47
Edit Calendar	14	Day Costing Report	48
Notes	15	Flight Costing Report	49
Bed Overrides	16	View Year Rota	50
View Calendar	17	Year Summary Report	51
Bulk Create/Update	20	Detailed Year Summary Report	52
Copy Calendars	21	Frequently Asked Questions	53
Visitors	22	Appendix A. Default Calendar System Codes	55
List Visits for Selected Visitor/List All Visits	23	Appendix B. Software License Agreement	56

Introduction

ATS is a web based integrated Attendance Tracking System developed with the offshore community in mind. Scaleable from the smallest of installations to whole companies tracking thousands of employees over multiple locations. ATS can simplify the task of managing and planning shift rosters, visitors, bedding and personnel movements.

ATS provides comprehensive tools to manage the calendars of base crew and visitors at each of your locations. The system has been designed to allow you to manage any type of shift pattern, holidays, meetings, training, etc. Tools are provided to automate the process of roster generation and the bulk updating of several people at the same time. The system will track the skills of individuals and the bed requirements for each location.

ATS has an integrated visitor booking system to allow the recording of occasional visitors to a location (or multiple locations).

Although the system is designed for the offshore community, it is equally able to deal with onshore locations.

ATS links closely with other optional modules, including NUI Planning and Competencies & Training, NUI Planning records correct allocation of resources on a Normally Unattended Installation (NUI) Visit. NUI Planning can ensure that the desired crew are available and have the required skills. It will also allow for planning of future visits and record work history. The Competencies & Training module manages all aspects of Training, Course Management, Training History and tracking of employee competencies. For more information on the NUI planning or Competencies & Training modules please contact your sales representative or contact Riverside Computer Services by email on sales@riversideweb.co.uk.

System Requirements

Server

ATS is based on Macromedia Coldfusion technology. In order to run the application, you will require a web server and a copy of Macromedia Coldfusion version 4.5 or higher (for more information about Macromedia Coldfusion, minimum system requirements and the web servers supported please see <http://www.macromedia.com/>). As ATS is a database driven application you will also require Microsoft SQL 7 or higher (ATS will run on Microsoft Access although this is not recommended for larger installations). For Installation of ATS please see the [Installation Guide](#).

Client

The system has been designed to run on workstations running Microsoft Internet Explorer 6 or higher, Netscape Navigator 6 or higher, Mozilla Firefox 1.0 or higher & Opera 8 or higher. All processing is done at the server so workstations only need to be able to run the web browser. It is recommended that ATS is viewed at a resolution of 1024x768, 256 colours or higher due to the amount of data displayed. ATS will, however, work at lower resolutions although you will need to scroll the display in order to see all of the information.

Using ATS, First Steps

System configuration

Your ATS installation is licensed by locations. In order to use the system you must have an appropriate license for the locations you wish to use ATS to manage. Your initial license will be configured with the locations and the initial bed numbers, which you have specified. If you require additional locations please contact Riverside Computer Services via sales@riversideweb.co.uk for pricing and licensing.

You will need to create tables containing trades, positions (job titles), companies and cost codes (optional). The system is preconfigured with contract days (the number of days an individual should work throughout the year to fulfil their contractual obligations, defaults are 182 for a 2 weeks on/2 weeks off shift rota and 168 for a 2 weeks on/2 weeks off/2 weeks on/3 weeks off rota) and service days (defaults are 0 to 6). Please see the [Advanced Administrators Guide](#) for more information.

Workflow

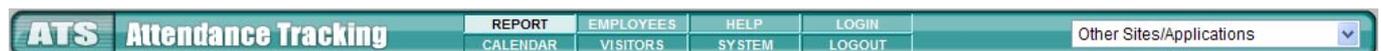
Now that you have ATS installed and configured, we will now take you through the workflow used to populate ATS. Initially we will introduce the interface, taking you through some of the key areas used to navigate around the system. We will then take you through the process of creating the employees details at locations you wish track. Once these are in place you we will introduce the tools used to create and manipulate their calendars (rotas) for the year. Finally we will introduce each of the reports available to view the inputted data.

This guide is designed for ATS administrators (individuals who maintain the employees and calendars); non-administrators will find this guide equally useful. Although non-administrators will not be able to update information in the system, this guide contains valuable information on the how the application works and the wide variety of reports available.

User interface

The Menu Bar

When ATS is started, you will find a menu bar located at the top of the screen. This menu bar will present at all times and will allow you to access the different sections within ATS.



The menu bar is split into three sections:

Left. The Attendance Tracking logo. If you click on the logo, the system will give you details of the ATS version, your license expiry date, serial number and registered licensee.

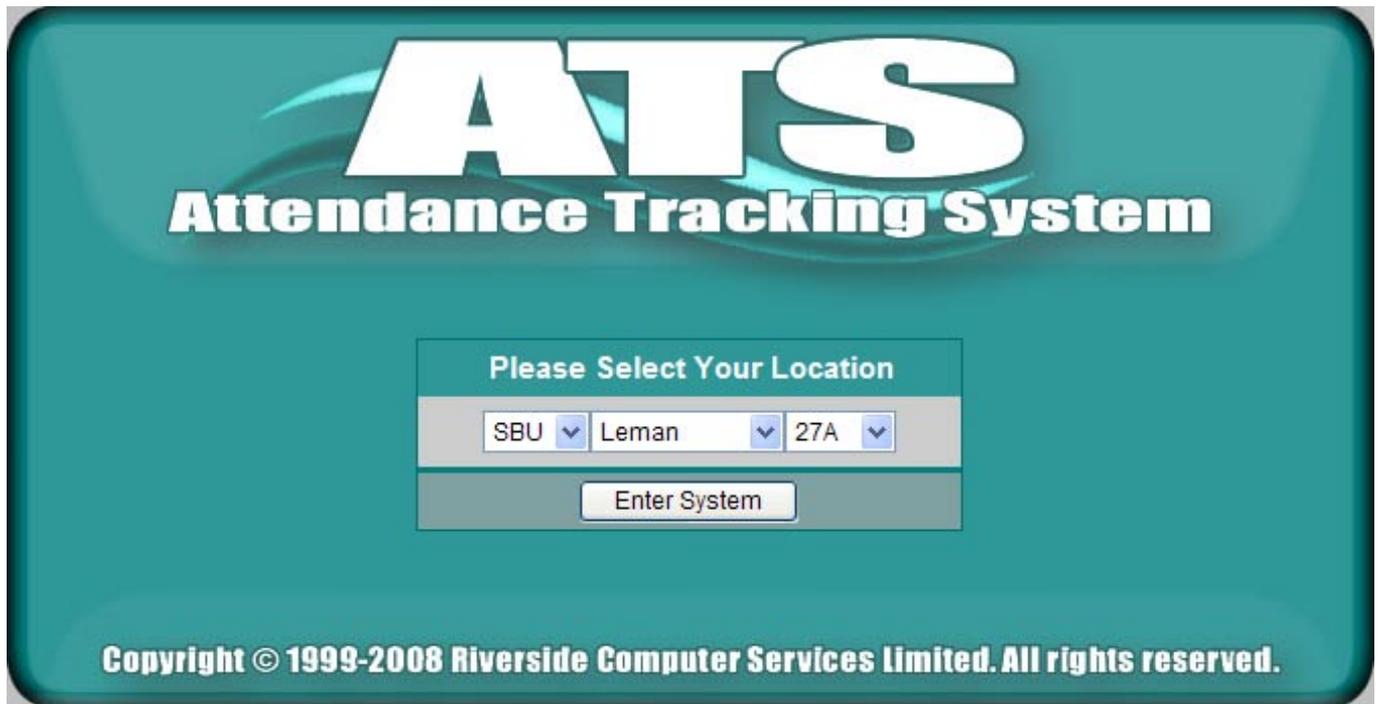
Centre. The main menu. This allows you to navigate around the main areas of the application:

Report.	Access to the various reports and views that the system provides.
Calendar.	View and manipulate employee calendars and book visitors.
Employees.	Manage employees based at each location and their skills.
Visitors.	Book and maintain visitors.
Help.	List of help documents, including this one.
System.	Configuration tools to set up tables – e.g. companies, trades, service days. This section is detailed in the Advanced Administrators Guide .
Login.	Login to ATS as an administrator. (You must log in to update details). If are not logged in and access areas, which are only for administrators, ATS will ask you to.
Logout.	Log out of the system (return to read only).

Right. The quick navigation bar. This is a menu bar that allows you quick access to other web sites and web applications. Your system administrator can configure the contents of this menu bar, for more information please see the [Advanced Administrators Guide](#).

Location Selection

Below the menu bar you will initially see the ATS entry screen. This screen contains the Location Selection menu.

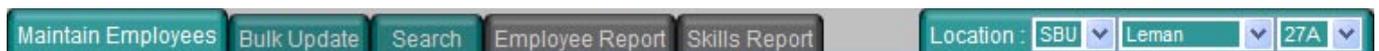


All elements of ATS are managed by location; as a result of this you will see the location menu on virtually all screens. Locations are broken down into three levels, the business unit level, the field level and the individual locations. This allows you to set your level of focus. You can report on the various levels, an individual location, all locations within a field or all fields within a business unit.

Each time you start ATS the application will remember the location you last used.

Tabs and Location Menu

Each of the data entry screens and object selection screens have a line of tab tops on the left hand side and a location menu of the right hand side.



The tabs allow you to quickly jump between related screens; the currently active tab is enlarged and highlighted with white text while the inactive tabs are grey. Green tabs lead to data entry/selection screens. Grey tabs lead to reports.

The location menu on the right is exactly the same as the one on the entry screen. This allows you to switch between the locations when reporting or viewing detail.

When an administrator is logged into ATS, the business unit menu will be restricted to the business unit that the administrator is responsible for. Security does not allow administrators to update details outside the business unit they have been assigned to.

You may also find screens where the location menu has been disabled; if it is inappropriate for the location to be changed, ATS will disable the menu bar (for example part way through an update operation).

Pop Up Calendar

Next to each of the date fields you will notice a small calendar button:



This button allows you to display a pop up calendar. The calendar allows you can select the date by clicking on the relevant day rather than typing in the appropriate date. The current date is highlighted in yellow. You can switch to the next or previous month using the arrow buttons or jump to any month or year using the drop down menus. See below:

←		May		2008		→	
Mo	Tu	We	Th	Fr	Sa	Su	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Report Title Bar

The report title bar has basically the same layout for all reports:



Arrow Buttons. At the far left and right you will see the arrow buttons. These will allow you to skip back and forward to the previous and next period (period being day for daily reports, month for monthly reports, etc).

Export Icons. On the left, next to the left arrow button, you will see two or three icons. These can be used to export you report. can be used to email your report, press the icon and you will be asked to enter the email address and a message to send with the report. can be used to view the report in a spreadsheet such as Microsoft Excel, when clicked the system will ask you whether you would like to save the file or view it immediately in the spreadsheet software. The icon will only be displayed on some reports. This icon allows you to export the report into a 'comma separated variable' file. This can be used to import the report into a report-writing package such as Business Objects Crystal Reports or a spreadsheet, however all colour and formatting will be lost.

Date Ranges. This will change depending on the report type. For monthly reports you will see the month and year. Daily reports will show the date and a calendar button. Reports over any period will show two dates and calendar buttons, defining from and to dates.

Report Name. The selected report is the one that is shown, this pull down menu will allow you to quickly select a report to view.

Location. The currently selected location is shown. Like the report name, you can quickly change locations to view.

Trade and Company Filters. Some of the reports will allow you to restrict or expand the companies and trades (or visitors) shown.

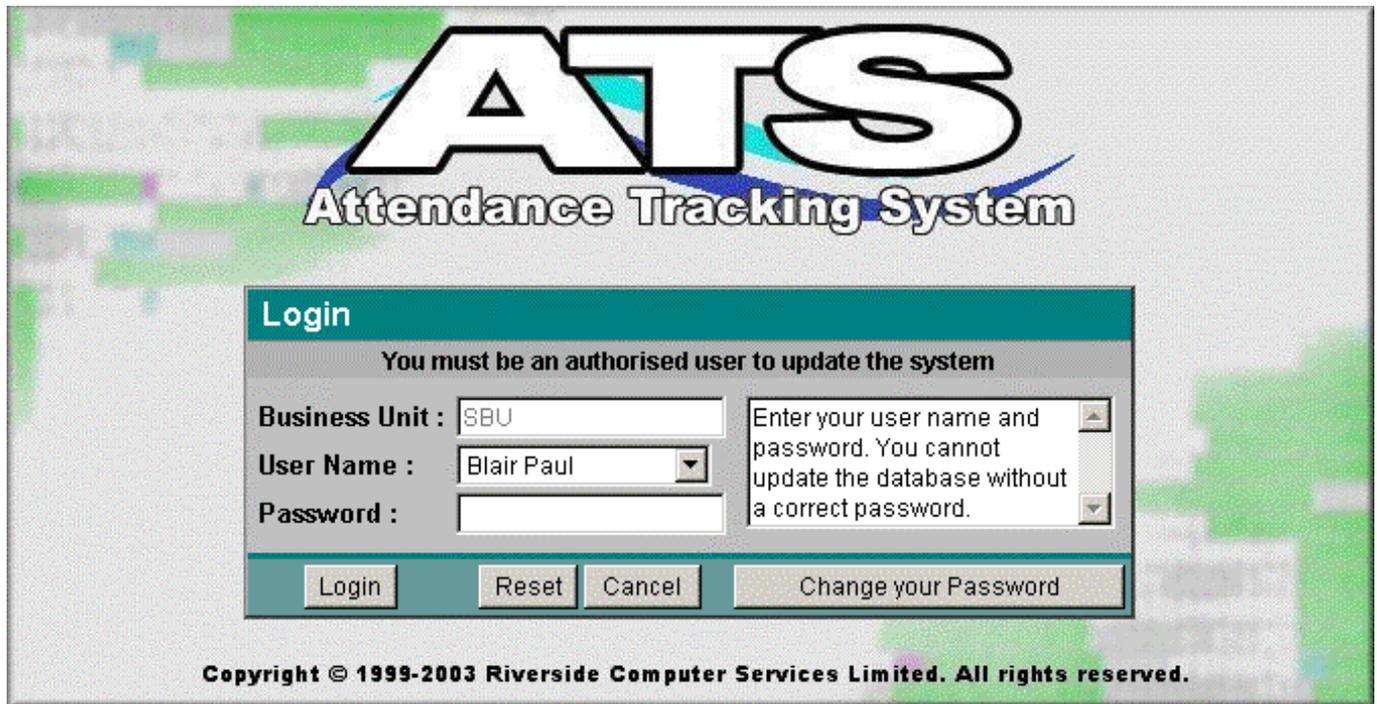
Update Button. To apply any changes to the date, report, location, trade or company you must press the update button.

Clock Spinner. Next to the right hand arrow button, you will see a clock ticking when ATS is busy calculating. This will only appear when ATS is busy to let you know that the system is working, at all other times it will not be visible.

Login Procedure

Although ATS can be read by anyone, in order to update details you must login as an administrator. Your System Administrator must set you up as an administrator in order to be able to login. For more information please see the [Advanced Administrators Guide](#).

You can either login using the login button one the main menu bar or you can wait until you access a screen where ATS requires you to login. Either way, you will be presented with the following screen:



ATS
Attendance Tracking System

Login

You must be an authorised user to update the system

Business Unit : SBU

User Name : Blair Paul

Password :

Enter your user name and password. You cannot update the database without a correct password.

Login Reset Cancel Change your Password

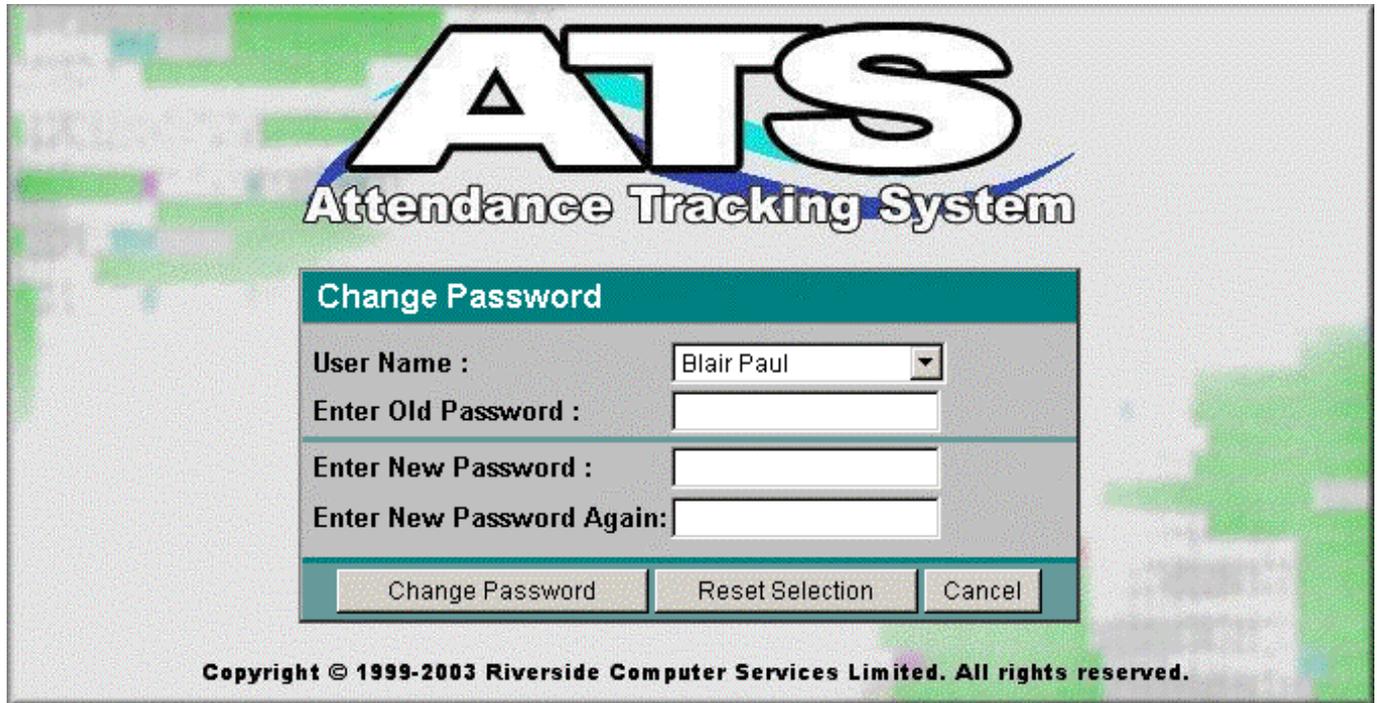
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Select your user name from the pull down list, then enter your password (your password will not be displayed) and press the 'Login' button. Please note that if you have selected a business unit, only the users who can update that business will be shown. On the other hand, if a business unit is not selected, all users will be shown, however, once you have logged in, the business unit will be set to that of your user. If you wish to change your password at any time press the 'Change your password' button.

Note: You should change your password the first time you access ATS.

Changing your Password

If you wish to change your password, you can do so at the login screen detailed in the previous section. When you press the 'change your password' button you will be presented with the following screen:



The screenshot shows the ATTS (Attendance Tracking System) interface. At the top, the logo 'ATTS' is displayed in large, stylized white letters with a blue outline, followed by 'Attendance Tracking System' in a smaller font. Below the logo is a form titled 'Change Password' with a teal header. The form contains the following fields and buttons:

- User Name :** A dropdown menu showing 'Blair Paul'.
- Enter Old Password :** A text input field.
- Enter New Password :** A text input field.
- Enter New Password Again:** A text input field.
- Three buttons at the bottom: 'Change Password', 'Reset Selection', and 'Cancel'.

At the bottom of the screen, the copyright notice reads: **Copyright © 1999-2003 Riverside Computer Services Limited. All rights reserved.**

Select your name from the list, enter your existing password and then the password you intend to use, enter then new password again to confirm. When you press the 'Change Password' button and your password will be changed. You will receive the following confirmation if your password change has been successful.



The screenshot shows a confirmation dialog box with a teal header labeled 'Done'. On the left side, there is a green circular icon containing a white checkmark. To the right of the icon, the text reads: **Your Password has been changed.** At the bottom center of the dialog, there is an 'OK' button.

When you click ok, you will be logged into ATTS and taken to the reporting section. If you have failed to change your password, ATTS will give you an error message and ask you to try again.

Employees

Selecting or Adding Employees

In order to create a shift calendar for an employee, their profile must first be defined in this area. A login screen secures the employee screens so that only authorised users can access/update the information. Once logged in you are presented with the following screen:

Update employee will allow you to change, add or remove the details of the employee. To edit an existing employee, select the name from the list. To add a new employee, enter the name into the boxes provided, you must provide both first and last name. Ensure you check the button next to the option you wish to apply.

Tip: To quickly search the 'update an existing employee' list, type the last name of the person you want to update in the 'Add a new employee' last name box. You will see the list will change to show the first person with the same last name. Ensure you click on the name you want to update before pressing Update Employee.

If you add the name of an employee which already exists in the system you will be asked whether you wish to edit the existing employee or add a new one with the same name:

Name	ID No	Position	Company	Location	Action
Sean Hebden	23343	Clerk	BP	27A	Update
Sean Hebden	222222	Abs Elec	A1 Safety training	TA	Update

Tip: This can be used when you wish to move an employee from one location to another. Enter the name of the employee, the system will tell you that the name is a duplicate, check ID number is correct and the location is where they are moving from; if it is, select the update button and change the location to their new location. The employee will be moved to the new location.

Employee Bulk Update allows you to manipulate the information about several employees at once. The bulk update option will be detailed later in this section.

[Employee Details Report](#) and [Employee Skills Report](#) list all people at the given location showing their details/skills, you can use these reports to update employee details and view their current calendars, these reports are detailed later in this section.

Employee Details

When you have selected an employee to add or update, you will be presented with the following screen:

The screenshot shows the 'Update employee details' form with the following fields and values:

- Name:** Sean Hebden
- ID No:** 23343
- HR No:** 0000882
- Position:** Clerk - (Support)
- Company:** BP
- Location:** Leman 27A *
- Cost Code:** N/A
- Flight:** FA01
- Contract Days:** 168
- Service Days:** 0
- Shift:** A
- Cabin:** 206 *
- Bed:** B *
- Adhoc Labour:**
- NUI Team:**
- Require Hotel:**

Training Profile:

- Survival: Medical: Coxswain: HLO:
- OIM A: OIM B1: OIM B2: OIM C:
- Medic: First Aid: Adv First Aid: Crane Driver:
- Fire Team: Fire Team Leader: Heli Fire: Banksman:

Training Notes: [Empty text area]

*** Bed Overrides for the next 12 months:**

From	To	Location	Cabin	Bed
03/11/04	12/11/04	23A	331	T

Each of the fields in the employee screen is detailed below:

Name. First name followed by last name. You cannot change the name when you create a new employee, however when you go back to edit the employee you will be allowed to change their name, allowing for name changes due to marriage etc.

ID No. The identification number used for the flight booking.

HR No. The Human Resources or Payroll number. If ATS is used to automatically paying employees, they must have a Human Resources or Payroll number to identify them in the payroll system.

Position. The job description of the employee. You will see the position with the trade in brackets. System administrators create and maintain the positions and trades, for more information please see the [Advanced Administrators Guide](#).

Company. The company employee works for, if the company name does not exist you will need to request it is added, system administrators create and maintain the companies, for more information please see the [Advanced Administrators Guide](#).

Location. This defines where the person works, for offshore employees it defines where the employee is spending the night when they are on shift – this is referred to as their '**Base Location**' or '**Bed Location**', all movements and flight lists will be calculated relative to this location. The locations are defined by your license. If the employee has bed overrides (i.e. has been seconded to another location, this will be followed by an asterisk, further information about [bed overrides](#) is detailed in a later section.

Cost Code. Optional, used in the costing reports to calculate how many days are charged to each cost code. System administrators create and maintain the list of cost codes, for more information please see the [Advanced Administrators Guide](#).

Flight. Optional, defines which flight offshore employees use, this may be any 4-digit code, either a flight time (e.g. 0700), or a flight identifier (e.g. FA01, AM, Mon).

Contract Days. The number of days an employee should complete for their contract. This is used for the calendar and summary screens to identify whether the person has fulfilled their contractual obligation. The defaults are 168 for 2 weeks on/2 weeks off/2 weeks on/3 weeks off shift and 182 for 2 weeks on/2 weeks off shift.

Service Days. Number of service days the individual is allowed to take, either in time or pay.

Shift. Optional and information, up to 10 characters, this is used as a sort field on many of the reports, may be anything you wish A,B,C... Red, Green, Blue etc.

Cabin and Bed. Optional, cabin number & bed. Up to 10 characters each. If the employee has bed overrides, an asterisk will follow these fields.

Ad hoc Labour. This is used to highlight people who are not part of the base crew but may be at that location for a long period of time so therefore require a shift calendar. These individuals will be highlighted in light blue.

NUI Team. This is used to highlight people who work as part of the NUI (Normally Unattended Installation) Team at that location. These individuals will be highlighted in light yellow.

Require Hotel. This identifies people who will require a hotel before they visit the location. This is used in the movements report, flight list and hotel bookings reports.

Training Profile. Used to ensure that people are sent to a location with the correct skills and ensure that minimum skill levels are onboard. Check the boxes for the skills that the individual has. All crew working offshore should hold Survival and Medical certificates. The OIM codes are as follows:

OIM A	OIM of a Manned Installation.
OIM B1	OIM of a Normally Unattended Installation.
OIM B2	Deputy OIM of a Manned Installation.
OIM C	Stand in for a Normally Unattended Installation OIM.

If there are training codes you wish to record or additional information about the training you can enter the details in the 'training notes' box. An additional Training and Competencies module will soon be available to record full details of training courses and details of certification expiry.

'Update' or 'Add' will save changes to the employee. 'Delete Employee' will remove the employee and their calendar from view. They can be retrieved by system administrators or by typing in their name at the 'add employee' prompt. In the second case you will be presented the following:

The screenshot shows a software interface with a menu bar containing 'Maintain Employees', 'Employee Bulk Update', 'Employee Report', and 'Skills Report'. On the right, there are dropdown menus for 'Location : SBU', 'Leman', and '27A'. A dialog box titled 'Duplicate Employee Name Found' is open, displaying the message: 'The following employees have been found with this name, either select an existing employee to modify or insert a new one.' Below this message is a table with the following data:

Name	ID No	Position	Company	Location	Action
Paul Bowden		GPE	BP	DELETED	Update

At the bottom of the dialog box, there are two buttons: 'Add a new Paul Bowden' and 'Cancel'.

You can either restore the employee by selecting update or add a new person with the same name.

[Overrides Bed](#) allows you to transfer an employee to a new location temporarily. The actual process will be discussed later, however, when an override is in place, an asterisk (*) will appear next to the location, cabin and bed to show they are not always there. A list of the bed overrides will appear below the employee details screen.

Once the employee profile has been created their calendar can then be created in the [Calendar Screens](#). You also have the option to add the employee and create their calendar at the same time.

Employee Bulk Update

This screen allows you to change multiple employees in one screen. For example, this can be useful if a group of employees change company. It is a very powerful option and should be used with caution.

The bulk update screen performs four main actions, for each of the actions you may select one or more employees. The actions are as follows :

Set one field to a new value. This option allows you to select a field to change and a new value to change it to. ATS will change the value of the selected field for all of the selected employees. For example, field to change is location and new value is 'Aberdeen', all selected employees will have their location changed to 'Aberdeen'.

Replace the value of one field with another. This allows you to select a field to change and then set a value to change it from and a value to change it to. ATS will change all selected employees who have the given original value to the destination value. For example, field to change is company, change from is 'ABC' change to is 'DEF', only selected employees who are employed by 'ABC' will be changed to 'DEF'.

Create a new employee from an existing employee. This option allows you to effectively use one employee to create another. This gives you the ability to copy one employee to another or use one as a template. Along with copying the employee details you also have the option to copy the source employees current calendar. In this option you will need to enter the new employees name and select which employee to use as the source from the list on the right.

Delete one or more employees. This option allows you to select one or more employees from the list to be deleted. The employee details will then be flagged as deleted and hidden from the system. The employee details will not be removed completely unless they are purged in the system administration option (see the [Advanced Administrators Guide](#)).

Employee Details Report

This report shows all of the employees registered at that location with information about each. It is NOT a list of Personnel On Board (POB). This is a quick way to check that all employee details are correct, and, if necessary change them. To modify an employees details or remove an employee, click on the employees name, you will then be taken to the employee update screen. The report can be sorted by almost any field, to sort, click on the column heading. The column by which the report is sorted is highlighted in dark grey.

Employee Details for Leman 27A - All Companies All Trades Update													
Name	ID No	HR No	Position	Company	Location	Shift	Flight	Contract Days	Service Days	Cabin	Bed	Hotel	Action
Abbott, Noel	65	23	Welders Mate	Cape	27A	B	0930	182	2	203B	B		 
Able, Alan	2143	43243	Abs Elec	A1 Safety training	27A			168	0		d		 
Abron, Alvin	432	12333	Abs Elec	BP	27A			168	0				 
Aird, Ian	4325	526	Fabric Mtce	Cape	27A	A	0930	182	0	403A	B		 
Aitken, Ian	0987321	873222	Elect Tech	Kvaerner	27A	B	0645	182	0	206A	B		 
Alexander, Mick	24398	092312	Pipefitter	Amec	27A		1400	168	0				 
Allen, Fred	4325	4325	Crane Tech	Amec	27A		0700	182	0				 
Amisss, Andy	213987	218732	Abs Elec	Alstom	27A			168	0				 
Ant, Adam	9882	213143	Abs Elec	BP	27A		0900	168	0			✓	 
Appleton, James	87634	21923	Steward	Aramark	27A	ARAVI	1130	182	0	C06	A		 
Aronson, Aaron			Abs Elec	A1 Safety training	27A			168	0				 

On the right of the screen you will see 2 icons. Pressing the  icon will allow you to edit the details of the employee (same as clicking the employee name). Pressing the  icon will allow you to look at/create the current years calendar for that employee.

Employee Skills Report

This report shows the skill matrix of the employees registered at that location. It is NOT a list of POB. Like the employee details report, this is a quick way to check that all employee skills are correct, and, if necessary change them. You can click on the employees name and you will be taken to the update screen where you can modify their details. You can also click on the column headings to sort by that heading (except for location and notes). The column by which the report is sorted is highlighted in dark grey.

Employee Skills for Leman 27A - All Companies All Trades Update																							
Name	Position	Company	Loc	Shift	Survival	Medical	Cox	HLO	OIM A	OIM B1	OIM B2	OIM C	Medic	First Aid	Avd First Aid	Crane Driver	Fire Team	Fire TL	Heli Fire	Banksman	Notes	Action	
Abbott, Noel	Welders Mate	Cape	27A	B	✓	✓																test	 
Able, Alan	Abs Elec	A1 Safety training	27A																				 
Abron, Alvin	Abs Elec	BP	27A																				 
Aird, Ian	Fabric Mtce	Cape	27A	A	✓	✓	✓										✓		✓				 
Aitken, Ian	Elect Tech	Kvaerner	27A	B	✓	✓						✓											 
Alexander, Mick	Pipefitter	Amec	27A		✓	✓																	 
Allen, Fred	Crane Tech	Amec	27A		✓	✓	✓	✓									✓		✓				 
Amisss, Andy	Abs Elec	Alstom	27A																				 
Ant, Adam	Abs Elec	BP	27A		✓																		 
Appleton, James	Steward	Aramark	27A	ARAVI	✓	✓																	 
Aronson, Aaron	Abs Elec	A1 Safety training	27A																				 
Arrindell, Oscar	Elect Tech	Kvaerner	27A	A	✓	✓	✓					✓	✓				✓		✓				 
Ascough, John	OPC	BP	27A		✓	✓																	 

On the right of the screen you will see 2 icons. Pressing the  icon will allow you to edit the details of the employee (same as clicking the employee name). Pressing the  icon will allow you to look at/create the current years calendar for that employee.

Calendar

This section allows you to define and view a calendar for each employee. If no calendar exists for the year you wish to view, the system will help you to create one (provided you are an administrator). This section also contains details of the tools used to manipulate one or more calendars and introduces the visitors booking system. The top of each of the input screens contains a list of tabs allowing you to quickly jump to the various tools available to manipulate employee calendars and visitors. Each of these will now be detailed.

Selecting Calendars to View or Edit

When the calendar option is selected from the main menu, you will be presented with the following screen:

At the top of the screen is the currently selected year, by default, this is the current year, you can change this to view or edit calendars for other years. You will then see a list of the employees registered at the currently selected location. If you have selected 'All fields' or 'All' locations in a field, the name will be followed by the name of their base location in brackets.

If you select 'View Calendar' you will see a colour read only view of the calendar, selecting 'Edit Calendar' will allow administrators to edit the contents of a calendar. If no calendar exists for the selected individual, the system will offer to create one.

Tip: When you are initially creating calendars you will find that many people will have very similar calendars. Create a calendar for one individual and then copy it to other individuals who have the same shift pattern using '[Copy Calendars](#)'.

Tip: If you have several people who are on a course or have changes to their shift pattern, use '[bulk create/update](#)'.

New Calendars

If an employee does not have a calendar for the year you have selected to view or edit, the system will allow you to generate one using the following screen:

The screenshot shows a web-based form titled "Generate a new calendar (no existing calendar for this year)". The form is set against a light grey background with a teal header bar. The header bar contains several menu items: "Calendar", "Bulk Create/Update", "Copy Calendars", "Book Visitor", and "Visitor Report". On the right side of the header, there are three dropdown menus for "Location": "SBU", "Leman", and "27A".

The main form area contains the following fields and controls:

- Name :** A text input field containing "James Appleton".
- Year :** A text input field containing "2003".
- Start Date :** A date picker field showing "01/01/2003".
- End Date :** A date picker field showing "31/12/2003".
- Location :** A dropdown menu showing "Leman 27A".
- Fill Pattern :** A dropdown menu showing "2 part shift pattern".
- No. Days :** Two input fields labeled "On" and "Off", both containing the number "14".
- Note (if applicable) :** A large text area for entering a note.
- Buttons:** Three buttons at the bottom: "Populate Calendar", "Reset Selection", and "Cancel".

On this screen you can select a start date for the pattern, this should be the first day of the first full shift pattern that year. The end date is the last day of the shift pattern in the year; this is usually the last day of the year unless the individual is leaving before the year is complete.

Location is where the individual is working, most of the time this will be the same as the bed location defined in the employee screen. This may also be set to office day or office assignment. There may be cases where the bed location is not the location specified on this screen, for example if you have people working at one location and sleeping at another so they will day trip from their bed location to their work location.

Fill pattern allows you to specify the type of shift pattern to implement. A 2 part shift pattern allows you to specify a single on and off period for example 14 days on and 14 days off. A 4 part shift pattern allows you to specify two different on and off periods for example 14 days on, 14 days off, 14 days on and 21 days off. ATS will allow you to create up to an 8 part shift pattern. Select the desired pattern and then fill in the number of days for each period.

You have the option to insert a note on the first day of the shift pattern in the year; this may be used to record details of new starts.

When you press 'Populate Calendar' the system will populate a calendar in accordance to the shift pattern you have entered and present you with the [Edit Calendar](#) screen.

- An individual is flying in the night before they are normally due to fly in. The asterisk is appended to their normal location code on the night they are due to fly in (e.g. |27A*|).
- An individual is delayed offshore on a partial delay where they are not staying onboard overnight. The asterisk is appended to the delay code (e.g. |27A|DO*|).
- An individual is day tripping to a given location and is staying onshore rather than offshore. The asterisk is appended to the location code for each day they are day tripping (e.g. |27A*|27A*|27A*|).

'Delete Calendar' will delete the whole calendar for the year.

If there are many changes to be made, for example the shift cycle changes or blocks of office assignments, or changes are to be made to multiple calendars you can use the [Bulk Update](#) option; this is detailed in a later section. You can also attach [notes](#) or [override beds](#) using the buttons on this screen, these are also detailed in the following sections.

Summary Information

The bottom section of the screen displays summary information about the calendar. This details the number of days for each code; if you place your mouse over the description of the code you will see further details about the code (Use the 'Show full Key' button for a list of all the valid location and system codes, a list of the system codes follows in [Appendix A. Calendar System Codes](#)). There are presets for service days, office days and sickness to flag up excess of either, yellow for warning and red for review, these are:

Office Days. If an employee has office days exceeding 105, the office days will be highlighted in yellow, if they exceed 125 days they will be highlighted in red.

Sick Days. If an employee has sick days exceeding 45, the sick days will be highlighted in yellow, if they exceed 60 days they will be highlighted in red.

Service Days. If an employee has service days in excess of the service days set up in the employee screen they will be highlighted in red.

You will also see the **Predicted Days**; this is the total days that count towards the contract days (these codes are denoted with a '1' in the summary below). The number of predicted days will be shown as 'ok' in green if it is between the contract days and the contract days+7 otherwise it will be shown in red. If the Office Assignment (OA) code is used the system will reduce the number of contract days to pro rata days. Below this is the **Total days qualifying for gainful employment**; this is the predicted days plus any Marriage/Paternity and Public Duties. **Total Days Worked** follows this; this is the total predicted days plus the total paid days.

Tip: If you place the cursor over the name of the system code, you will get a more detailed description.

Below this you will see a list of the notes for the individual for the displayed year. To edit an existing note, click on the note date and you will be taken to the [notes screen](#) to edit or remove the note. The quick icons on the right allow you to edit the note () or delete the note (.

Next is an entry section to allow you to quickly add a note. Select the date on which the note should be recorded, enter the details of the note and press it add note icon (.

The final section contains a list of any bed overrides that have been applied. Click on the start date to edit the bed override.

Notes

Notes are linked to a given date so that information related to the date and event can be stored and seen. This is useful for recoding meeting and training details. Select the employee, the date on which you wish the note to appear and enter the details of the note. Notes are useful to record information about training, authorisations or anomalies on the individuals shift rota. See screen below:

If a date is underlined in a report (view calendar or view month rota), a note is attached and can be accessed by clicking on the date. Notes also appear at the bottom of the calendar and rota reports.

Bed Overrides

Bed overrides allow individuals to change their default location for a given period of time. By default all movements are between onshore, the work location as recorded in the calendar and the base location as defined in the employee screen. If an individual is temporarily relocated to another location then bed overrides can be used to move their bed location ensuring that they are booked on flights to the correct location.

For example if individual has their location in their calendar set to the same location as bed location, they will be recorded as going to that location on the first day of their shift and returning on the last day. If however the location recorded in the calendar is different from the bed location, the individual will be recorded as day tripping from one location to the other each day of the shift. This may be required when individuals are part of a NUI team who day trip from their base/bed location to other unmanned installations or individuals sleep on a temporary hotel structure and shuttle to their working location. In most cases this is not the desired outcome, an individual may be shared between two locations or be seconded to a new location, in this case a bed override moves their bed to the new location avoiding the problem of day tripping back and forth.

Bed overrides can also be used to manage cabins and beds; an individual may not change base location but move into a new cabin and/or bed. Bed overrides can record this so that the POB screen shows the correct cabin & bed.

The top section displays the name of the individual and their normal base/bed location. Below this you see the details of the bed override. The date range of the bed override, this must be at least one day. The new bed location is where the individual is being relocated to and, optionally, their cabin and bed details.

'Sync Calendar with Bed' allows the calendar to be automatically changed to reflect the new bed location. All dates in the date range, which are currently set to the original base/bed location, will be changed to the new bed location. This works both when you create a bed override and also when you delete one. When you delete a bed override, this option will reset calendar days set to the new bed location back to the original base/bed location.

Select 'Update' to create/update the bed override or 'Delete' to remove it.

View Calendar

Once a calendar has been created, this screen shows a full colour report view of the calendar for the whole year:

Sean Hebden			Position :	Clerk <th>Shift :</th> <td>A <th>Hotel :</th> <td><input checked="" type="checkbox"/></td> </td>	Shift :	A <th>Hotel :</th> <td><input checked="" type="checkbox"/></td>	Hotel :	<input checked="" type="checkbox"/>
2002	Standard Calendar		Company :	BP	Cabin :	206	Adhoc :	<input checked="" type="checkbox"/>
			Location :	Leman 27A	Bed :	B	NUI Team :	
Jan	27A	27A	27A	27A	27A	27A	27A	27A
Feb	27A	27A	27A	27A	27A	27A	27A	27A
Mar				27A	27A	HYDE	HYDE	HYDE
Apr		27A	27A	27A	27A	27A	27A	27A
May					27A	27A	27A	27A
Jun				27A	27A	27A	27A	27A
Jul	0A	0A	0A	0A	0A	0A	0A	0A
Aug	TU	TU	TU	TU*	23C	23C	23C	27A
Sep	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH
Oct	SOH		27A	27A	27A	27A	27A	27A
Nov								
Dec								

Summary			Predicted Days (*Quality for 154 days attendance allowance pro rata on 168 contract)		
Show full key			Total Days Qualifying for Gainful Employment		
			Total Days Worked		
			174		
			174		
			189		

Code	Description	Count	Code	Description	Count
OD	Offshore Days Only *	167	TR	Training (add. pay)	0
OU	Onshore/Office (add. pay)	0	OU	Onshore/Office (no extra pay) *	0
PO	Partial Offshore Delay	0	CO	Compassionate Leave *	0
ER	Employee Rep (add. pay)	0	EU	Employee Rep (no extra pay) *	0
MA	Marriage/Paternity	0	MP	Maternity/Parental	0
SE	Service Day Encashment	0	SR	Safety Rep (add. pay)	0
			TU	Training (no extra pay) *	6
			DD	Onshore Delay Day *	0
			SK	Sick *	1
			HO	Holiday (Contractor Only)	0
			JD	Jury Day *	0
			PP	Public Duties	0
			SD	Service Day (0) *	0
			SU	Safety Rep (no extra pay) *	0
			UL	Unpaid Leave/Career Break	0
			OA	Office assign/Onshore contract	30
			DO	Offshore Delay Day/Call Back	1
			SK	Suspension	0

Notes	
Date	Note
19/03/02	Survival refresher
31/07/02	Safety III

Bed Overrides					
From	To	Location	Cabin	Bed	
02/01/02	10/01/02	23A			
05/08/02	07/08/02	23C			

Like the edit calendar screen, the title section details the individuals name, the year being viewed, type of view, basic details of the individual and a button to toggle you between the [Edit Calendar](#) and view calendar screens. The year pull down menu allows you to switch between each calendar year. The menu will only contain year for which the individual has calendars. You can view the calendar in one of three ways, the 'standard calendar' which is shown above, this view shows each of the days of the month from the first day on the left to the last day on the right. Alternatively you can view it in the 'planner style view', shown below, which displays the calendar in a year planner style with the days of the week across the top.

	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	
Jan		27A	27A	27A	27A	27A	00	16	17	18	19	20	21	22	23	24	25	26	27	28	27A	27A	27A								
Feb					27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A
Mar								27A	27A	HYDE	HYDE	HYDE	27A																		
Apr		27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A								
May								27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A
Jun								27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A
Jul	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A	0A
Aug								TU	TU	TU	TU*	23C	23C	23C	27A																
Sep								SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH	SOH
Oct								SOH		27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A	27A
Nov																															
Dec																															

The third view is the 'Calendar with Statistics' view:

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
Jan	27A																												
Feb				27A																									
Mar																													
Apr		27A																											
May																													
Jun																													
Jul	0A																												
Aug																													
Sep																													
Oct																													
Nov																													
Dec																													

Show: <input checked="" type="radio"/> Full Year <input type="radio"/> Contract Days <input type="radio"/> Additional Pay Days <input type="button" value="Show full key"/>		Predicted Days (*Qualify for 154 days attendance allowance pro rata on 168 contract) 174
Total Days Qualifying for Gainful Employment 174		
Total Days Worked (OA days converted to offshore equivalent days) 189		

Offshore Days *	167 (88.4%)	Field Break	176 (48.2% of year)
TR Training (add. pay)	0	EU Employee Rep (no extra pay) *	0
TU Training (no extra pay) *	6 (3.2%)	SR Safety Rep (add. pay)	0
OA Office assign/Onshore contract	30 (15.9%, contract days reduced by 14)	SU Safety Rep (no extra pay) *	0
OD Onshore/Office (add. pay)	0	H0 Holiday	0
OU Onshore/Office (no extra pay) *	0	JD Jury Day *	0
OD Onshore Delay Day *	0	MA Marriage/Paternity *	0
DD Offshore Delay Day/Call Back	1 (0.5%)	MP Maternity/Parental	0
PO Partial Offshore Delay	0	PP Public Duties	0
CL Compassionate Leave *	0	SD Service Day (0) *	0
SK Sickness *	1 (0.5%)	SE Service Day Encashment	0
SU Suspension	0	UL Unpaid Leave/Career Break	0
ER Employee Rep (add. pay)	0		

This view gives a planner style view of the calendar with the ability to highlight which days are Contract Days or Additional Paid Days using the 'radio' buttons in summary section above 'show full key'. For example, when Contract Days button is selected, all days except those which represent contract days will be hidden:

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
Jan	27A																												
Feb				27A																									
Mar																													
Apr		27A																											
May																													
Jun																													
Jul																													
Aug																													
Sep																													
Oct																													
Nov																													
Dec																													

The summary information shown below the plan is different from the other two views. This view shows the summary information with a graph for the number of days for each code along with the percentage of the total number of days.

To toggle between the three using the menu next to the year, ATS will remember your preferred view for future visits.

For all of the calendar views, each day in the calendar is shown filled with the appropriate codes (see [Appendix A. Calendar System Codes](#)). If a note is attached to a day, then the day will be underlined, you can view the note by clicking on the underlined day or putting your mouse over the day. Bed overrides are denoted by italic blue text rather than standard black text. A detailed explanation of the summary information follows.

Summary Information

The bottom section of the screen displays summary information about the calendar. This details the number of days for each code; if you place your mouse over the description of the code you will see further details about the code (Use the 'Show full Key' button for a list of all the valid location and system codes, a list of the system codes follows in [Appendix A. Calendar System Codes](#)). There are presets for service days, office days and sickness to flag up excess of either, yellow for warning and red for review, these are:

Office Days. If an employee has office days exceeding 105, the office days will be highlighted in yellow, if they exceed 125 days they will be highlighted in red.

Sick Days. If an employee has sick days exceeding 45, the sick days will be highlighted in yellow, if they exceed 60 days they will be highlighted in red.

Service Days. If an employee has service days in excess of the service days set up in the employee screen they will be highlighted in red.

You will also see the **Predicted Days**; this is the total days that count towards the contract days (these codes are denoted with a '1' in the summary below). The number of predicted days will be shown as 'ok' in green if it is between the contract days and the contract days+7 otherwise it will be shown in red. If the Office Assignment (OA) code is used the system will reduce the number of contract days to pro rata days. Below this is the **Total days qualifying for gainful employment**; this is the predicted days plus any Marriage/Paternity and Public Duties. **Total Days Worked** follows this; this is the total predicted days plus the total paid days.

The 'Show full Key' button (below summary), will display a pop up window containing a list of all the system codes along with a list of all valid locations.

Tip: If you place the cursor over the name of the system code, you will get a more detailed description.

Below the calendar and key you will see a list of the [Notes](#) and [Bed Overrides](#) for that individual.

Note: If you are logged into the system as an administrator you will see all details of an individuals calendar. If, however, you are not logged into the system then Sick, Compassionate and Suspension information will be hidden from view.

Tip: If you are printing the calendar, you may find that the coloured cells are not printed. In order to print the colours you must print background colours. To enable this in Microsoft Internet Explorer you must select Tools, Internet Options, Advanced and check the box that says 'Print background colours and images'.

Bulk Create/Update

Bulk Create/Update allows you to make bulk changes to the calendars of one or more employees, for example, you can create a 3 day training course for 5 individuals on the same dates with a note for each person or change shift patterns for one or more employees.

This option allows you to specify the date range that you wish to apply the changes to. You can then specify the code you wish to use, if you specify an offshore or onshore location, you must select the location code. Note: if you specify a code other than 'Offshore/Onshore Location', the Location Code box will not be displayed.

You have the option to preserve training codes. This is useful if you are changing a shift pattern and training has already been booked into the system, in this case training codes will not be overwritten.

If required, you can automatically inset a note on the first day of the change.

You must now specify the fill pattern:

- **Fill all days in date range.** This is the default and will fill each date in the selected date range with the specified code.
- **Replace one code with another.** This option allows you to replace all occurrences of one code with another in the specified date range. Selecting this option will display a new box, which allows you to select which code you wish to replace, this can be their base location, a system code or a location code. This option is useful if a person moves to a new location or is off long term sick.
- **2, 4, 6 or 8 part shift pattern.** This option allows you to generate a new shift pattern. As in the [create calendar](#) option, you can create a 2 part shift pattern (e.g. 14 on, 14 off), 4 part shift pattern (e.g. 14 on, 14 off, 14 on, 21 off), or 6 or 8 part shift patterns. Boxes will appear for you to enter the number of days for each part of the shift pattern depending on which pattern you select.

You can then select one or more employees to apply the changes to, to select more than one person hold down the 'ctrl' key and use the mouse to select each require employee. If this option is selected from the ['Edit Calendar'](#) screen, the employee name will already be selected.

This option can also be used to create multiple calendars from scratch, rather than using the option to create [new calendar](#).

Copy Calendars

Often many individuals are on the same shift pattern; this screen allows you to use the calendar of one employee as a template to copy to others. This is ideal at the beginning of the year when you are first creating the rotas; create one as a template that can be copied to all other employees who are on the same shift pattern.

The screenshot shows the 'Copy Calendars' window with the following details:

- Navigation Bar:** Calendar | Bulk Create/Update | **Copy Calendars** | Book Visitor | Visitor Report
- Location:** SBU | Leman | 27A
- Window Title:** Copy year 2003 calendars from one individual to others
- Source Calendar (Select One):**
 - Abbott, Noel - (B shift)
 - Abron, Alvin
 - Aird, Ian - (A shift)
 - Allen, Fred
 - Amiss, Andy
 - Ant, Adam
 - Aronson, Aaron
 - Barratt, Lee
 - Bayliss, Peter - (A shift)
 - Clarke, Ray - (H shift)
 - Cowlam, Gill - (B shift)
 - Hebden, Sean - (A shift)
 - Hill, David - (B shift)
 - Ogden, Jack - (H shift)
 - Sibley, Mark - (B shift)
 - Z, Z
- Destination Calendars (Highlight all required):**
 - Abbott, Noel - (B shift)
 - Able, Alan
 - Abron, Alvin
 - Aird, Ian - (A shift)
 - Aitken, Ian - (B shift)
 - Alexander, Mick
 - Allen, Fred
 - Amiss, Andy
 - Ant, Adam
 - Appleton, James - (ARAVI shift)
 - Aronson, Aaron
 - Arrindell, Oscar - (A shift)
 - Ascough, John
 - Ashby, Trevor - (B shift)
 - Ashdown, Terry - (A shift)
 - Babington, David - (H shift)
- Buttons:** Copy Calendars | Reset Selection | Cancel

Select the year you wish to copy. Select one employee as the 'Source Calendar' (Note: only employees with calendars will be shown in this list), next select as many as you like in the 'destination calendars' list. Hold down the Shift or Ctrl keys while clicking to select multiple individuals. Press 'Copy Calendars' to copy the source calendar to the destination employees.

Visitors

Visitor booking is a subsystem within the calendar section. It allows you to record information about individuals visiting a location who do not have a shift rota/calendar. This allows them to be factored into planning beds, POB numbers and scheduled for work in the NUI Planning System. Visitor booking should be used when an individual visits a location so rarely that it would not justify creating a calendar for them, for example an annual inspection or a two week secondment.

When you select Book Visitors you are presented with the following screen:

This allows you to either select a visitor who has visited before (the list shows visitors who have visited in the last 6 months) or enter a new visitor. If you do not have the name of the visitor you can book them under ‘**Unknown Visitor**’ and change their name at a later date, you now can record information about each unknown visitor (e.g. company, position and cost code). If you type in the name or ID number of an existing visitor or the system will find them and tie the flights to them.

The ‘[List Visits for Selected Visitor](#)’ option will show a visit history for that visitor, see below.

The visitor bookings are split into [One Stop Visits](#) and [Multi Leg Visits](#). A One Stop Visit is a quick way of booking an individual on a return trip to a single location. A Multi Leg Visit allows you to specify each leg of an individuals round trip, this is useful if you have an individual who is visiting several different locations in a single visit.

List Visits for Selected Visitor/List All Visits

This is a list of all of the visits made by the selected individual

Visit List for Harley Allman Done										
ID No : 2298		Position :		Company : Uk Fire		Cost Code : N/A		NUI Skills :		
From	To	Source	Visiting	Requestor	Notes	Require Bed	Bed Location	Cabin	Bed	
<u>PM 10.06.03</u>	<u>PM 14.06.03</u>	GY	23C			✓	23C			
<u>09.05.03</u>	<u>09.05.03</u>	GY	27A							
<u>0700 02.05.03</u>	<u>1800 03.05.03</u>	GY	18B			✓	23C			
<u>AM 26.03.03</u>	<u>PM 26.03.03</u>	GY	27G	D.Hambly	UK Fire Extinguisher Maint					
<u>0700 05.03.03</u>	<u>1800 05.03.03</u>	23C	30A							
<u>1800 04.03.03</u>	<u>0700 05.03.03</u>	GY	23C			✓	23C			
<u>AM 22.02.03</u>	<u>PM 22.02.03</u>	GY	27J	D.Hambly	Completion of UK Fire Fighting Equipmt Maint.					
<u>AM 20.02.03</u>	<u>PM 20.02.03</u>	GY	27J	D.Hambly	UK Fire Extinguisher Maint.					
<u>AM 14.02.03</u>	<u>PM 15.02.03</u>	GY	27A	D.Hambly	Finish Fire Extinguisher Maint.	✓	27A			
<u>AM 13.02.03</u>	<u>PM 13.02.03</u>	GY	27F	D.Hambly	Fire Extinguisher 6 M					

The visits are shown in reverse order with the newest at the top, oldest at the bottom. The visits which yet to occur are highlighted at the top of the list in yellow. You can sort the report by any of the column headings which are underlines, click the heading to sort by that column. If you wish to edit or view more details about the visit, click on the 'from date' of the appropriate row.

One Stop Visits

A One Stop Visit is a basic visit from one location to another and then back again. When the option is selected you will be presented with the following screen:

This screen lists all of the details required to book a visitor on a one stop visit to a given location.

Name. This is the name entered or selected from the previous screen.

Change Visitor. If you wish to keep the current visit details but wish to change the name of the visitor, press this button to be taken to the following screen. This is useful if you have selected ****unknown visitor**** and now have the name of the visitor. Select or enter the name and press 'Change Name' otherwise 'Cancel' to return.

List All Visits. This button takes you to the '[List Visits for Selected Visitor/List All Visits](#)' report as detailed in the previous subsection.

ID No. The identification number used for the flight booking.

Position. The individuals job description. You will see the position with the trade in brackets. If not required or unknown, select 'N/A'. System administrators create and maintain the positions and trades, for more information please see the [Advanced Administrators Guide](#).

Company. The company individual works for, if the company name does not exist you can use 'N/A or Unknown'. System administrators create and maintain the companies, for more information please see the [Advanced Administrators Guide](#).

Cost Code. Optional, used in the costing reports to calculate how many days are charged to each cost code. If not required, use 'N/A'. System administrators create and maintain the list of cost codes, for more information please see the [Advanced Administrators Guide](#).

Number of Visitors. This option is only available when adding a new '**Unknown Visitor**'. It allows you to create between 1 and 20 visitors in one go. This can be used if you have a team or group of people visiting a location, they can be entered in one hit to reserve beds.

NUI Skills. This section contains check boxes for each of the visitors skills which can be recorded. This is primarily used by the NUI planning system to ensure that platforms are manned with the correct skills levels. Place a tick in each box that is relevant.

Visit Time. This is the time the visitor is expected to arrive at the location to be visited.

Visit Date. This is the date on which the visitor is expected to arrive at the visit location.

Travelling From. This is used to identify where the individual is travelling from, for offshore visits this will specify a list of onshore locations, usually heliport locations. If not required you can select 'N/A', (usually used when a visitor is visiting an onshore location).

Visiting. This is the location that the visitor is intending to visit.

Return Time. This is the time that the visitor is due to leave the visit location.

Return Date. This is the date that the visitor is due to leave the visit location.

Requested By. This is used to record who has requested the visit (optional, information only).

Notes. Any notes you wish to add about the visit, for example a description of the visit (optional, information only).

Require bed. If the visitor is visiting a location over a period of several days, they may require a bed at that location. If they require a bed then the 'Bed Location', 'Cabin' and 'Bed' boxes will be displayed. **Note:** If a visitor is visiting a location over a period of several days but does not have a bed, the system will assume that they are day tripping to the location each day, therefore in movements report/flight list you will see then on each day of the visit. However, if they have a bed, you will only see then in the movements report/flight list on the first day of the visit and the last day of the visit.

Bed Location. This option is only available if Require Bed is checked. This is the location where the visitor is spending the night.

Cabin and Bed. This option is only available if Require Bed is checked. This is the visitors allocated cabin and bed (optional).

At the bottom of the screen you will see a button to Add (or Update) the visit, [change the visit into a multi leg visit \(see below\)](#) or delete the visit.

Note: When you Add or Update a visit which requires a visitor to have a bed, ATS will check the availability of beds for the duration of the visit. If there are no beds available on a given date, ATS will warn you. ATS will, however, still add the visit so that you can prioritise your bedding requirements.

Multi Leg Visits

The Multi Leg Visit planner is a powerful tool to allow you to select each leg of a visit when a visitor is visiting multiple locations. Although more complicated than the one stop visit screen, the principles are the same. When the option is selected you will be presented with the following screen:

The top section contains information about the visitor. These details are the same as the [one stop visitor screen](#), see previous section for detailed descriptions.

Below this is the 'Visit Plan'. This section contains details of each leg that has been inserted into the visit plan, when you start a new multi leg visit plan this section will be empty. At the bottom (in yellow) is the 'New Leg' input bar where each new leg is inserted into the visit plan.

Inserting the first leg.

The first leg of the visit will require you to insert the time and date of the visit, where the visitor is travelling from (use N/A if not applicable – e.g. when visiting an onshore location) and where they are visiting. If the visitor requires a bed, check the box and enter the location of the bed and then cabin (optional) and bed (optional). When complete press 'Insert'. For example:

Insert New Leg									
Time	Date	From	To	Require Bed?	Bed Location	Cabin	Bed	Action	
0900	19/10/2003	ABZ	MILL	<input checked="" type="checkbox"/>	MILL	882	T	Insert	

This line will then be added to the visit plan as the following:

Visit Plan									
Leg	Time	Date	From	To	Require Bed?	Bed Location	Cabin	Bed	Action
1	0900	19/10/2003	ABZ	MILL	<input checked="" type="checkbox"/>	MILL	882	T	Delete
2		19/10/2003	MILL	ABZ					

Inserting additional legs.

You can now enter details of each additional leg. The date of each leg must follow the first leg, use times to identify the order of the legs if several occur on one day. You will notice that there is no 'from' location on each of the other legs, the ATS will determine this from the date order of each of the legs already entered into the system. For example:

Insert New Leg									
	Time	Date	From	To	Require Bed?	Bed Location	Cabin	Bed	Action
	1800	20/11/2003		NWH	<input checked="" type="checkbox"/>	NWH			Insert

The visit plan will now show:

Visit Plan									
Leg	Time	Date	From	To	Require Bed?	Bed Location	Cabin	Bed	Action
1	0900	19/10/2003	ABZ	MILL	<input checked="" type="checkbox"/>	MILL	882	T	Delete
2	1800	20/11/2003	MILL	NWH	<input checked="" type="checkbox"/>	NWH			Delete
3	1800	20/11/2003	NWH	ABZ					

Repeat this process for each leg you wish to insert.

Set final return time and date.

Once all of the legs have been inserted you will need to set the final return time. To do this simply change the time and date of the final leg and press 'update'. In the above example you may change leg 3 to 1400 on 21/11/2003.

Changes to flight plan.

At any time you can change the details of the flight plan by editing dates and times, locations and bedding requirements, when you have made your changes press 'Update' to allow ATS to record the changes.

Deleting a leg.

If you wish to remove a leg, simply press 'Delete' on the corresponding row. **Note:** If you delete the first leg, all of the following legs will shuffle up (second becoming first etc), however the 'from' location of the original first location will remain. In the above example; if you delete the first leg, the new first leg will become ABZ to NWH at 1800 on the 20/11/2003.

All Complete.

When the plan has been finalised, press 'Finished'. This will allow ATS to check any bedding requirements and flag up any days on which there are no free beds. ATS will then record the full visit plan and return you to the initial [visitor booking screen](#).

Note: To avoid confusion you should always use times when booking multi leg visits. This is the only way that ATS can tell the order of the visits if you have several visits on one day.

Visitors Report/View Visitors

This report lists all of the visitors booked to the selected location within the specified date range:

Visitors Report for <u>Leman</u> <u>27A</u> from <u>17/11/2002</u> to <u>17/11/2002</u> Update													
Name	From	To	ID No	Position	Company	Source	Visiting	Requestor	Notes	Bed?	Bed Loc	Cabin	Bed
<u>Anderson, Darren</u>	AM 16/11/02	AM 17/11/02	1392761		Monitor Systems	GY	27A	R.Haydock	AQ Crane Repair	✓	27A		
<u>Bell, Andy</u>	1400 13/11/02	1400 27/11/02	224148		Amec	GY	27A	J.Gardener		✓	27A		
<u>Davidson, Ewan</u>	0900 13/11/02	0900 24/11/02	1334167		Wormald	GY	27A	K.Tucker	Wormald	✓	27A		
<u>Denby, Keith</u>	AM 17/11/02	PM 17/11/02	29789		BIS	GY	CBM	B.Tate	Crane Tech				
<u>Dinning, Alan</u>	1400 13/11/02	1400 27/11/02	1391358		Cape	GY	27A	P.Vincent	Ad-Hoc Insulator	✓	27A		
<u>Fisher, Harry</u>	AM 12/11/02	AM 26/11/02	38250		Amec	GY	27A	J.Gardener		✓	27A		
<u>Lamb, Richard</u>	AM 17/11/02	PM 17/11/02	1388999		PAT	GY	CBM	B.Tate	Crane Tech				

By default this report shows the current day, however you can select a date range to show visitors over any period of time.

The report shows the name of the individual, the time and date that they are due to arrive at the location along with the time and date of their departure. The source shows where they are travelling from and visiting shows where they intend to be located. The location they are visiting may be different from their bed location if, for example, they are visiting a NUI location for the day and then returning to their bed location.

You can sort by any underlined column heading by pressing the column heading. By default the report is sorted by the visitors last name and then by the 'from' date if the report spans multiple dates.

If you click on the visitors name you will be taken to a screen giving full details of the visit, if you are an administrator you can then change any of the visit details.

Reports

This section holds the bulk of the reports that can be executed by ATS. It is the first screen you are presented with once you have [selected your default location](#). The reports are divided into three groups. On the left you have reports that require an exact date to run; in the centre are reports which are based on monthly information and on the right are reports which either require only a year or no date at all.

The screenshot shows the 'Shift rota reporting' interface. At the top, there is a 'Report' tab and a 'Location' dropdown menu set to 'SBU Leman 27A'. Below this, the 'Company' is set to 'All Companies' and 'Trade' to 'All Trades'. The interface is divided into three main sections: 'Day Reports', 'Month Reports', and 'Other Reports'. Each section has a 'Date' field and a list of report titles. At the bottom, a white message bar contains the text: 'Reports on the shift rota, month and day views, personnel movements, costing & skills'.

At the top of the screen you have the opportunity to specify individual companies or trades (or just visitors). This will now down the selection of certain reports so that only the specified company and/or trade are shown. You can then select the date on which you would like the report to be run (**Note:** changing one date will automatically change the other dates). When you pass your cursor over the report title you will see a brief description of the report in the white message bar at the bottom of the screen.

A brief description of each of the reports is detailed below, however a full description and examples are listed in the following sub sections.

Report Descriptions

Day Reports

View POB. This report lists each of the personnel on board (at that location) on a given date. The report is broken down by trade and details all base crew, temporary crew location, day trippers and visitors. The report also gives a POB summary at the bottom (see POB totals below).

POB Totals. This is a summary of the Personnel on board, detailing the number of crew for each company and each trade. The summary also lists the total visitors staying overnight and day tripping and the number of beds used by base crew and visitors and how many beds are free. It also gives daytime and nighttime POB totals.

POB Skills. This report lists each of the personnel on board with their skill sets. If you are using the NUI Planning module you will also see the skills of the crews manning each NUI location. This gives a quick view to ensure that you have people onboard with the correct skills for emergency response etc.

View Visitors. This report lists all of the visitors at the specified location within a given date range (this may be a single day or any date period). Full details of each visit are listed. This report is detailed in the [Visitors section](#) of this document

View Movements. This report will show who is arriving and departing from the chosen location within a given date range (by default this is a single day but may be any date period). The report gives full details on who is moving from where to where; both base crew and visitors are listed. If you are using the NUI planning module you will also see each of the scheduled NUI visits listed.

Flight List. Like the View Movements report, this report lists who is arriving and departing from the chosen location within a given date range (by default this is a single day but may be any date period). This report is a simplified version of the Movements report in that it has just two columns, arrivals and departures; where individuals are travelling from and to is not shown. If you are using the NUI planning module you will also see each of the scheduled NUI visits listed.

Hotel Bookings. This report lists each of the individuals who require a hotel on the day prior to their first day at the selected location. You can specify an individual date or a date range. This report has the facility to be emailed direct to the hotel.

Find Person (Where is?). This report executes the 'Where is?' subsystem. The report allows you to find out where an individual is located on a given date. You can list all personnel or search for a name.

NUI Day List. This report will only be available if you are using the NUI Planning module. This report shows what NUI locations are being manned on the specified date, showing their crews and the crew remaining at the base location. The report also gives a 7-day look ahead of what locations are to be manned.

Month Reports

View Month Rota. This report shows each person's calendar for the given month giving a view of the whole rota for the month. Visitors are also listed on this report along with a bed summary showing beds used by core crew, visitors and the number of beds free.

Edit Month Rota. Although not strictly a report, this can be a handy way of viewing and manipulating a whole month's worth of rotas. This report can only be accessed by administrators. You have the ability to scroll through all personnel rotas for the month and make any changes you wish to.

View 3 Month Rota. This report gives you a larger overview of the shift rotas, displaying a 3 month period. Although there is not as much detail as the month rota report you can drill down to individual months from this report.

Month Summary. This report gives totals for each trade for each day of the selected month. The report gives a total for the core crew and visitors for each day of the month as well as the number of beds free. This is a useful planning screen, it can quickly tell you which trades are low on a given day or days when there are no beds free.

Movement Summary. Similar to the Month Summary, this report displays the total arrivals and departures for each day of the month, broken down into base crew and visitors. POB for each day and the number of beds free is also displayed. This report is useful for checking that there are not too many people arriving or departing each day if there are restrictions on the number of seats.

Skills Summary. This is another summary report that lists the number of people onboard each day of the month and the number of people with each of the tracked skills. This gives a quick overview to ensure that you have people onboard with the correct skills for emergency response etc.

Month Totals. This is a simple report listing the total number of 'man days' for the month for each company, broken into base crew and visitors.

Day Costing Report. This report gives a summary of the total number of days worked by each employee and visitor for the selected period within each cost code. By default this is a month report, however you can specify individual days.

Flight Costing Report. This report gives a summary of the total number of arrivals and departures for each employee and visitor for the selected period within each cost code. By default this is a month report, however you can specify individual days.

Other Reports

[View Year Rota.](#) This report shows each persons calendar for the given year giving a view of the whole rota for the year. The total visitors are detailed for each day along with a bed summary showing beds used by core crew, visitors and the number of beds free.

[Year Summary Report.](#) This report gives the total number of days that each person will have worked throughout the year. It gives a summary of the number of days in each of the main code groups, e.g. number of office days, sick, training, etc. This is an ideal management tool to get an overview of each employee over the year. The report highlights if an individual has done too many or too few days according to their contract days.

[Detailed Year Summary Report.](#) This report can only be accessed by administrators. This report is very similar to the Year Summary Report however it details the number of days taken for each of the system codes. The report also gives summary information showing the average number of offshore days, office days, sick days, etc.

[Employee Details Report.](#) This report shows the core details of each employee based at the selected location, the report is not a POB report but shows every person registered at the location. This is useful for checking employee details are correct, if you are an administrator, you can quickly change the details by selecting the appropriate name. This report is detailed in the [Employees section](#) of this document.

[Employee Skills Report.](#) Like the Employee Details Report, this report is not a POB report but shows the skills matrix of each person registered at the selected location. This is useful for checking employee skill details are correct, if you are an administrator, you can quickly change the details by selecting the appropriate name. This report is detailed in the [Employees section](#) of this document.

View POB

This report shows a detailed POB for a given date. It lists who is at the selected location broken down by trade:

Name	ID No	Position	Company	Shift	Cabin	Bed	Location	Bed Location / Notes
Construction								
Abron, Alvin	432	Abs Elec	BP				27A	
Amiss, Andy	213987	Abs Elec	Alstom				27A	
Ant, Adam	9882	Abs Elec	BP				27A	
Aronson, Aaron		Abs Elec	A1 Safety training				27A	
Z, Z		Abs Elec	A1 Safety training				27A	
Electrical								
Aitken, Ian	0987321	Elect Tech	Kvaerner	B	206A	B	27A	
Blakey, Gary	10309	Elect Tech	BP	A	312	B	27A	
Fabric Maintenance								
Abbott, Noel	65	Welders Mate	Cape	B	203B	B	27A	
Instruments								
Barrett, Lee	24	Inst Tech	BP				27A	
Management								
Brady, Tony	662927	OIM	BP	A	302	B	27A	
Sibley, Mark	108800	OIM	BP	B	302	A	27A	
Mechanical								
Bawless, Peter	54	Mech TL	BP	A	304	B	27A	
Ogden, Jack	91395	Mech TL	BP	H	304	B	27A	
Support								
Clarke, Ray	21721	LogCo	BP	H	205	B	27A	
Crew Day Trippers (in calendar)								
Hebden, Sean	23343	Clerk	BP	A	206	B	27A	Sleeping on 23A
Visitors								
Aa, Aa		N/A	A1 Safety training				27A	Day Tripper

The title bar allows you to jump to the previous and next days using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect. You can sort this report by trade/position (default), name or company), to change the sort order click on the column title. **Note:** The trade dividers will only appear when the report is sorted by trade.

The report shows all of the employees by trade, listing their ID, position, company and bed information. Members of the NUI team will be highlighted in yellow and adhoc will be highlighted in blue (these flags are set in the [employee details screen](#)).

The report shows the location base crew first, followed by any temporary crew locations (bed overrides) and crew who are based at another location but their calendar says they are working at this location (crew day trippers). Finally you will see each of the visitors visiting the location. Information about the visitors bed location or whether they are day tripping will be shown in the bed information/notes column. If the [asterisk](#) has been used with a code, you will see either 'out tonight' or 'in tonight' in the employees notes column.

If you click on the name of the individual, you will be taken to their calendar or visit details.

You have additional information about where the visitors bed is located and the type of visit. Clicking on a visitors name will bring up the visitors screen showing their visit details.

At the very bottom of the report are the [POB totals \(detailed in the next section\)](#):

Base Crew Company Totals		Base Crew Trade Totals	
A1 Safety training	2	Construction	5
Alstom	1	Electrical	2
BP	9	Fabric Maintenance	1
Cape	1	Instruments	1
Kvaerner	1	Management	2
Total Base Crew	14	Mechanical	2
		Support	1
		Total Base Crew	14
Visitor Totals		Bed Information	
Crew Day Tripping Here (in calendar)	1	Beds Onboard	20
Visitors Day Tripping	1	Beds Used (Base Crew)	14
Overnight Visitors Leaving Today	0	Beds Available	6
Overnight Visitors	0		
Total Visitors	1		
TOTAL PERSONNEL DAY	16	TOTAL PERSONNEL OVERNIGHT	14

POB Totals

The POB totals report gives a summary of the individuals at the selected location:

Base Crew Company Totals		Base Crew Trade Totals	
A1 Safety training	2	Construction	5
Alstom	1	Electrical	2
BP	9	Fabric Maintenance	1
Cape	1	Instruments	1
Kvaerner	1	Management	2
Total Base Crew	14	Mechanical	2
		Support	1
		Total Base Crew	14
Visitor Totals		Bed Information	
Crew Day Tripping Here (in calendar)	1	Beds Onboard	20
Visitors Day Tripping	1	Beds Used (Base Crew)	14
Overnight Visitors Leaving Today	0	Beds Available	6
Overnight Visitors	0		
Total Visitors	1		
TOTAL PERSONNEL DAY	16	TOTAL PERSONNEL OVERNIGHT	14

The title bar allows you to jump to the previous and next days using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

This report gives the number of crew on board for each company and also the number of crew on board for each trade. These figures are the number of crew onboard for the day (this may be higher than the number on board over night).

Below this you will see the number of visitors to the location. This will include any bed overrides and crew day tripping. The visitors total is made up by the number of visitors day tripping to the location, those who have had a bed but are leaving the location at some point today and those who are on board overnight.

Next is the Bed Information, this will show the number of beds available, the number used by base crew and the number used by visitors. The total number of free beds is shown below this, if this number is negative, the beds available will be highlighted in red.

At the very bottom of the screen is the total POB for the Day and the total POB for the night.

Note: If you have not specified a specific location (e.g. all fields or all locations in a field), you will not see the bed information. Bed information is only available when you select a specific location.

POB Skills

This report details the skills that each member of the crew has on the given date. This report is used to ensure that the minimum safety requirements are met:

POB Skills Report														for	Inde	23C	on	20/11/2002	Update	
Name	Position	Location	Shift	Survival	Medical	Cox	HLO	OIM A	OIM B1	OIM B2	OIM C	Medic	First Aid	Avd First Aid	Crane Driver	Fire Team	Fire TL	Heli Fire	Banksman	Notes
Catering																				
Randall, Tony	Steward	23C	A	✓	✓								✓							
Electrical																				
Chivers, Richard	Elect Tech	23C	B	✓	✓		✓				✓		✓			✓	✓	✓	✓	
Palmer, Keith	Elect Tech	23C	A	✓	✓		✓			✓			✓			✓	✓	✓	✓	
Parnham, Shane	Elect Tech	23C	B	✓	✓		✓									✓	✓	✓		
Fabric Maintenance																				
Dunster, John	Scaffolder	23C		✓	✓															
Smith, Gavin	Fabric Mtce	23C	B	✓	✓	✓	✓								✓	✓		✓	✓	
Tinsley, Andrew	Scaffolder	23C	A	✓	✓															
Instruments																				
Mathews, Rick	Inst Tech	23C	A	✓	✓											✓				✓
Nisbet, Ken	Inst Tech	23C	B	✓	✓															
Management																				
Leach, Jonathan	NUVOIM	23C	B	✓	✓	✓	✓		✓				✓			✓	✓	✓	✓	
Ratcliffe, Peter	OOE	23C	A	✓	✓	✓			✓				✓							
Mechanical																				
Forbes, Angus	Mech Tech	23A	B	✓	✓	✓										✓				✓
Support																				
Davison, Jim	Tech/Clerk	23C	A	✓	✓	✓	✓				✓		✓							✓
Inde 23C Totals				13	13	5	6	0	2	1	2	0	6	0	1	7	4	8	6	

The title bar allows you to jump to the previous and next days using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The report shows each crewmember based at the specified location and a tick for each of the skills the have. The OIM codes are defined as follows:

- OIM A** OIM of a Manned Installation.
- OIM B1** OIM of a Normally Unattended Installation.
- OIM B2** Deputy OIM of a Manned Installation.
- OIM C** Stand in for a Normally Unattended Installation OIM.

If you click on the individuals name you will be taken to their calendar for the year.

Totals for each of the listed skills are displayed at the bottom of the report.

If you are using the NUI Planning module you will also see a list of the manned NUI locations and the crew skills lists for each. Crewmembers who are on a NUI will be taken off the base location list and included in the NUI visit to truly reflect the skills that remain at the parent location.

View Movements

This report gives a detailed view of all of the crew and visitor movements to and from the chosen location on a given day (or date range):

Movements Report for Leman 27A from 20/11/2002 to 20/11/2002 Update											
Name	ID No	Flight	Hotel	Position	Company	Shift	Cabin	Bed	Movement	Notes	
Popple, Steve	96485	0930		Chief Operator	BP	A	315	A	Move from 27A to Onshore		
Risset, Glen	205737	0930		Mech Tech	BP	B	311	B	Move from 27A to Onshore		
Heritage, Michael	52556	0930		Operator	BP	B	306	A	Move from 27A to Onshore		
Sibley, Mark	108800	0930		OIM	BP	B	302	A	Move from 27A to Onshore		
Lowery, Iain	208806	0930		Operator	BP	E	305	B	Move from 27A to Onshore		
Cooper, Dave	24005	0930		Operator	BP	F	306	A	Move from 27A to Onshore		
Stratford, Fraser	235142	1800		Ops Technician	BP				Move from 27A to Onshore		
Coleman, David	181376	0930		Operator	BP	B			Move Offshore to 27A		
Cowlam, Gill	135938	0930		OIM	BP	B	302	B	Move Offshore to 27A		
Williams, Steve	128944	0930		Operator	BP	B	314	A	Move Offshore to 27A		
Vince, Ian	173821	0930		Operator	BP	G	313	B	Move Offshore to 27A		
Lodge, Hugh	68477	0930		Chief Operator	BP	H	305	A	Move Offshore to 27A		
Davies, Jim	187444	1630		OOE	BP	B			Move Offshore to 27A		
Hebden, Sean	23343	FA01	✓	Clerk	BP	A	206	B	Daytrip to 27A from 8CH		
Visitors											
Thompson, Lee	1385853	AM / PM			Anglian Hydraulics				Daytrip to 27E (from GY)		
Critoph, J	1400467	PM / PM			DNV				Move From GY to 27A (Bed on 27A)		
Marlin, Garv	1342342	AM / PM			Cape				Daytrip to 27A (from GY)		
Medlar, Mick	1385455	AM / PM			Cape				Daytrip to 27A (from GY)		
Movement Summary											
Total Arrivals :			11	Total Departures :			11	View as Flight List			

The title bar allows you to jump to the previous and next date periods using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

This report gives you a list of each person arriving or departing the chosen location. Core crew are listed first followed by any temporary crew locations (bed overrides), crew day trippers followed by visitors. You will see the individuals name (if you click on the name you will be taken to the individuals calendar or visit details), ID number, default flight time, whether they require a hotel or not, their position, company, shift and bed information. NUI team members will be highlighted in yellow and Adhoc in blue.

The movement column gives information on where the individual is going from and to (moving off shift/onshore is shown in white, on shift/offshore in green, transfers in green, day tripping in yellow).

The report can either be sorted by name or by movement (default is movement), to change the sort order click on the column title.

A movement summary is displayed at the bottom of the report giving the total number of arrivals and departures. Next to this is a button to quickly jump to a [Flight List](#) view of this report; this allows you to quickly toggle between the two views of the personnel movements.

If you are using the NUI planning module you will see a list of each of the NUI visits at the bottom of the report:

27A NUI Visits					
27B			27J		
Name (From / Return To)	Position	ID No	Name (From / Return To)	Position	ID No
Allen, Fred (Onshore / Onshore)	Crane Tech	4325	Donnison, Ray (Onshore / Onshore)	Mech Tech	208658
Arindell, Oscar (Onshore / Onshore)	Elect Tech	5643	Foxhall, Mark (Onshore / Onshore)	NUI TL	40062
Derry, Richard (Onshore / Onshore)	Elect Tech	216795	Mathews, Phillip (Onshore / Onshore)	Inst Tech	75010
Evans - Barry, Mike (Onshore / Onshore)	Comms Tech	206101	Newson, Mark (27A / Onshore)	Mech Tech	89188
Leitch, Gerry (Onshore / Onshore)	NUI TL	66942	Raed, Steve (Onshore / Onshore)	Elect Tech	99293
MacMillan, Peter (27A / Onshore)	Comms Tech	72159	Ward, Paul (Onshore / Onshore)	Elect Tech	125008
Description			Forbes, A (Visitor) NOT BOOKED OUT		
Crane and maint. General PM.			Matheson, Alan (Visitor) NOT BOOKED OUT		
			Description		
			Crane and maint. General PM.		

The visit plan shows which NUI locations are to be manned and their crews. The crew names show where they will be moving from and returning to (before and after the visit). Click on the NUI location for full details of the visit or on the individuals name for their calendar/visit information.

Flight List

This list is very similar to the View Movements screen except that it does not show the source and destination of the flight arrivals and departures. This is a simple two column list of who is arriving and departing the chosen location on the given date range:

Flight List for Leman 27A from 20/11/2002 to 20/11/2002 Update										
Arrivals					Departures					
Flight	Name	ID No	Company	Hotel	Notes	Flight	Name	ID No	Company	Notes
0930	David Coleman	181376	BP			0930	Olen Risset	205737	BP	
0930	Gill Cowlam	135938	BP			0930	Dave Cooper	24005	BP	
0930	Hugh Lodge	68477	BP			0930	Michael Heritage	52556	BP	
0930	Ian Vince	173821	BP			0930	Iain Lowery	208806	BP	
0930	Steve Williams	128944	BP			0930	Steve Pople	96485	BP	
1630	Jim Davies	187444	BP			0930	Mark Sibley	108800	BP	
FA01	Sean Hehden*	23343	BP	✓		1800	Fraser Stratford	235142	BP	
AM	Lee Thompson (visitor)	1385853	Anglian Hydraulics			FA01	Sean Hehden*	23343	BP	
AM	Gary Martin (visitor)	1342342	Cape			PM	Lee Thompson (visitor)	1385853	Anglian Hydraulics	
AM	Mick Medlar (visitor)	1385455	Cape			PM	Gary Martin (visitor)	1342342	Cape	
PM	J Critoph (visitor)	1400467	DNV			PM	Mick Medlar (visitor)	1385455	Cape	
11 arrivals (* 1 between platforms / 10 onshore)					11 departures (* 1 between platforms / 10 onshore)					
View as Personnel Movements										

The title bar allows you to jump to the previous and next date period using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The left column shows arrivals and the right column departures. You will see the default flight time, the individuals name, ID number and any notes about the visit. The arrivals column also shows anyone who requires a hotel the night before their arrival.

Anyone who is transferring between locations (rather than travelling to or from onshore) will be highlighted in green with an asterisk after their name.

The report can be sorted by either the flight time or the individuals name by clicking on the appropriate column heading.

At the bottom of each of the columns are the totals, shown as total number of arrivals/departures broken down into how many are from/to offshore and how many are between locations. Under this is a button to quickly jump to the [View Movements](#) report; this allows you to quickly toggle between the two views of the personnel movements.

If you are using the NUI planning module you will see a list of each of the NUI visits at the bottom of the report:

27A NUI Visits					
27B			27J		
Name (From / Return To)	Position	ID No	Name (From / Return To)	Position	ID No
Allen, Fred (Onshore / Onshore)	Crane Tech	4325	Donnison, Ray (Onshore / Onshore)	Mech Tech	208658
Amindell, Oscar (Onshore / Onshore)	Elect Tech	5643	Foxhall, Mark (Onshore / Onshore)	NUI TL	40062
Derry, Richard (Onshore / Onshore)	Elect Tech	216795	Matthews, Phillip (Onshore / Onshore)	Inst Tech	75010
Evans - Barry, Mike (Onshore / Onshore)	Comms Tech	206101	Newson, Mark (27A / Onshore)	Mech Tech	89188
Leitch, Gerry (Onshore / Onshore)	NUI TL	66942	Reed, Steve (Onshore / Onshore)	Elect Tech	99293
MacMillan, Peter (27A / Onshore)	Comms Tech	72159	Ward, Paul (Onshore / Onshore)	Elect Tech	125008
Description			Description		
Crane and maint. General PM.			Crane and maint. General PM.		
			Forbes, A (Visitor) NOT BOOKED OUT		
			Matheson, Alan (Visitor) NOT BOOKED OUT		
			221573		
			198450		

The visit plan shows which NUI locations are to be manned and their crews. The crew names show where they will be moving from and returning to (before and after the visit). Click on the NUI location for full details of the visit or on the individuals name for their calendar/visit information.

Hotel Bookings

This report lists all of the individuals who require a hotel on the day before they visit the specified location. Each employee who has had the 'require hotel' box checked in the employee screen will be listed in the report to allow you book a hotel the night before they are due to arrive:

Date	Number of People
Wednesday 21/11/2001	1 person
Monday 26/11/2001	8 people
Monday 03/12/2001	8 people
Monday 10/12/2001	10 people
Monday 17/12/2001	9 people
Wednesday 19/12/2001	2 people

Email this report to :
 Your Email address :
 Notes to append :

The title bar allows you to jump to the previous and next period using the arrow buttons, the date range defines the period, this could be a day, month or any specified range. You can also change the 'from' and 'to' date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The report lists the date for the hotel booking and the total number of people to be booked; this is followed by the names of each of the individuals.

At the bottom of the report you have the option to email the report. Enter an email address to send this report to, your email address and any note you wish to append to the message. This enables you to send this report directly to the hotel for booking. When you are ready to send the report press the 'Send' button, you will then be given a confirmation with the option to return to the report.

Note: The email address must be in a true email format, for example 'john@hotel.com', you cannot use a name as you may see it in your address book, for example 'smith, john'.

NUI Day List

The NUI day list is only available if you have the NUI Planning module. The report details the crews visiting each NUI location on a given day and the crew remaining at the parent location. This is followed by a summary of the visits for the next week:

NUI Day List
for **Leman**
27A
on **02/06/2002**
Update

27A										
Catering	Communications	Construction	Electrical	Fabric Maintenance	Instruments	Management	Mechanical	Operations	Services	Support
Chaoman, Steve		Ant, Adam	Hughes, Paul		Barratt, Lee	Haydock, Richard	Babinoton, David	Herface, Michael	Smith, Karl	Bohanna, Alex
Daniels, Stephen			Jennings, Craig	Aird, Ian	Cook, Nigel	Sibley, Mark	Cannon, Gary	Larder, Paul		Clarke, Ray
Faulkner, Gary			Tripp, Barry	Creaser, Phil	Gunn, Hugh		Wadey, Phil	Margole, Scott		Napier, Andy
Gandy, James				Denry, Steve	McIntosh, Keith			Murray, Chris		Shearer, Ricky
Goodrum, Adrian				Vincent, Phil	Mottershead, Terry			People, Steve		
Mcbeath, Alexander					Stokell, Paul			Stratford, Fraser		

NUI Visits					
27B			27J		
Name (From / Return To)	Position	ID No	Name (From / Return To)	Position	ID No
Allen, Fred (Onshore / Onshore)	Crane Tech	4325	Donnison, Ray (Onshore / Onshore)	Mech Tech	208658
Arrindell, Oscar (Onshore / Onshore)	Elect Tech	5643	Foxhall, Mark (Onshore / Onshore)	NUI TL	40062
Dery, Richard (Onshore / Onshore)	Elect Tech	216795	Matthews, Phillip (Onshore / Onshore)	Inst Tech	75010
Evans - Barry Mike (Onshore / Onshore)	Comms Tech	206101	Newson, Mark (27A / Onshore)	Mech Tech	89188
Leitch, Gerry (Onshore / Onshore)	NUI TL	86942	Reed, Steve (Onshore / Onshore)	Elect Tech	99293
MacMillan, Peter (27A / Onshore)	Comms Tech	72159	Ward, Paul (Onshore / Onshore)	Elect Tech	125008
Description			Forbes, A (Visitor) NOT BOOKED OUT		
			Matheson, Alan (Visitor) NOT BOOKED OUT		
Description					
Crane and maint. General PM.			Crane and maint. General PM.		

NUI OIM Briefing & video will be in satellite lounge at 0630 hrs

7 Day Plan					
Day	Date	27B	27J	27C	27D
Mon	03/06/2002	27B	27J	- No Visit Planned -	- No Visit Planned -
Tue	04/06/2002	27B	27J	- No Visit Planned -	- No Visit Planned -
Wed	05/06/2002	- No Visit Planned -	27J	- No Visit Planned -	- No Visit Planned -
Thu	06/06/2002	27B	MULTI	- No Visit Planned -	- No Visit Planned -
Fri	07/06/2002	- No Visit Planned -	27C	- No Visit Planned -	- No Visit Planned -
Sat	08/06/2002	27D	27C	- No Visit Planned -	- No Visit Planned -
Sun	09/06/2002	- No Visit Planned -	MULTI	- No Visit Planned -	- No Visit Planned -

Do not remove or change this sheet without notifying Field Coordinator or 27A OIM !!!

The title bar allows you to jump to the previous and next days using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The top section lists each of the individuals remaining at the base location (NUI team are highlighted in yellow and adhoc in blue, visitors have a (V) after their name and bed overrides onboard a (B)). Each column shows the members of each trade. You can click on the employees name to see their calendar for the selected year.

Below this is a list of each of the NUI visits for the day. The visit details show which NUI locations are to be manned, their crews and a description of the visit. In brackets next to the crew names, are details of where they will be moving from to get to the visit and where they will return to. Click on the NUI location for full details of the visit or on the individuals name for their calendar/visit information.

The 7 Day Plan shows which locations are to be manned in over the next 7 days. You can click on the visit location to get full details of the planned visit.

Links, Notes and Bed Overrides

You can click on the individuals name to view their calendar for the selected year or, if they are a visitor, their visit details. Some of the names may have symbols after them; the  symbol denotes that the employee has notes for the current month; the  symbol denotes that the employee has bed overrides during the current month. You can click on the symbols to display note/bed override details for the month.

Some of the cells within the month may also be underlined, if they are underlined, there is a note attached to that day, click on the cell to view the note.

Notes are used to record information about any day, for example you may wish to record information about what training course an employee is on, where it is and who authorised it.

Bed overrides are used to relocate an employee to another location for a temporary period. This is useful when a member of crew is seconded to another location for period of time or one employee is shared between two locations.

Some examples are shown below:

Show full key			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Name	Position	Shift	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	
Abron. A 	Abs Elec		<u>TR</u>	<u>TR</u>	<u>TR</u>			27A	27A	27A	27A	27A	27A	27A	DO								
Amiss. A  	Abs Elec							27A	<i>23A</i>	<i>23A</i>	27A	27A	27A	27A	27A	DO							
Ant. A	Abs Elec							27A	27A	27A	27A	27A	27A	27A	27A								
Aronson. A	Abs Elec							23A	23A	23A	23A	23A	23A	23A	23A								

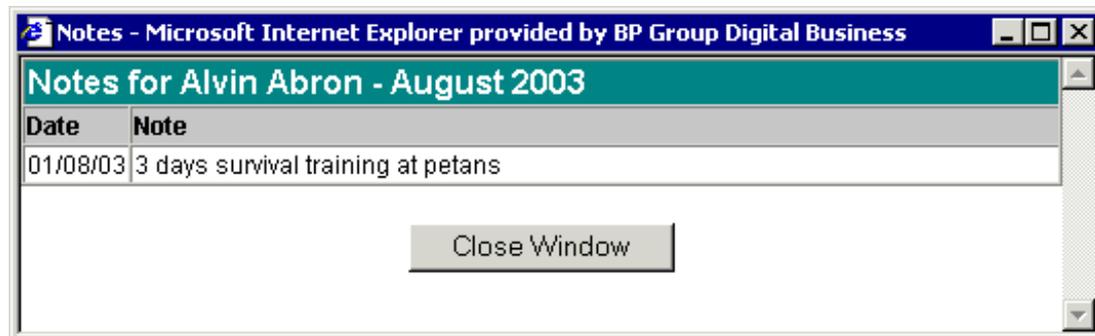
Display all notes for the month.

Display all bed overrides for the month.

Display the note for this day

Bed override days in blue italic

When you click on a note or a bed override you will see a popup window like the following:



To hide the window, press the 'Close Window' button.

Please see: [Bed Overrides](#) and [Notes](#) in the [Edit Calendar](#) section for further information.

Edit Month Rota

This option is only available to ATS administrators. The Edit Month Rota screen is very similar to the [View Month Rota](#) screen except that it allows you to modify one month from the calendars of multiple individuals at the same time. This screen effectively allows you to modify the calendar of the whole crew at the same time, for example this is a useful tool to update calendars when several people have been delayed. The screen displayed is as follows:

The screenshot shows the 'Edit Month Rota' interface. At the top, there are dropdown menus for the month (August), year (2003), report type (Edit Month Rota), location (Leman), trade (27A), companies (All Companies), and trades (All Trades). Below this is a large grid with columns for days of the month (1-24) and rows for individual employees. A circled cell at row 'Abbott', column '20' contains the code '27A'. Below the grid are buttons for 'Update Shift Rota', 'Cancel / Finished', 'Bulk Update', and 'Insert Note'. A 'Key' section lists various codes like TR, TU, DD, etc. with their meanings. A 'Notes' section lists employee names and dates with corresponding notes.

The title bar allows you to jump to the previous and next months using the arrow buttons. You can also change the date, location (or select another report to view) and also use the companies and trades filters to refine the report, if you change any of these details you must press 'update' for them to take effect.

23A		
27A	27A	27A
27A		

The interface is the same as that of the [Edit Calendar](#) screen. You can scroll around the rota screen, click on the cell reflecting the day and individual you wish to change and enter the relevant location or system code, (use the 'Show full Key' button for a list of all the valid location and system codes, a list of the system codes follows in [Appendix A. Calendar System Codes](#). A key of the system codes is also displayed at the bottom of the report).

You can repeat this process as many times as required before you press the 'Update Shift Rota' button to apply the changes. The ATS will then commit the changes. The Cancel/Finished button will return you to the [Report Selection Screen](#). You also have [Bulk Update](#) and [Insert Note](#) buttons, these are discussed [Edit Calendar](#) Section.

Below the key you will see a list of all of the notes that apply to the crew on the selected month. If you wish to edit or remove these notes you can do so by clicking on the employees name. Details about notes can be found in the [Notes](#) section.

View 3 Month Rota

This report gives you a high level view of the employee rotas over a three month period. Although there is less detail than the [View Month Rota](#) report, this report is very useful for long term planning and gives the ability to drill down to the month rota:

			August 2003							September 2003							October 2003		
Name	Position	Shift	1	8	15	22	29	5	12	19	26	3	10	17	24	31			
Abron, A	Abs Elec		T	T	T														
Amiss, A	Abs Elec																		
Ant, A	Abs Elec																		
Aronson, A	Abs Elec																		
Barratt, L	Inst Tech			H	H	H													
Z, Z	Abs Elec																		
Bawliiss, P	Mech TL	A																	
Blakey, G	Elect Tech	A																	
Brady, T	OIM	A																	
Hebden, S	Clerk	A		S	S														
Abbott, N	Welders Mate	B																	
Aitken, J	Elect Tech	B																	
Cowlam, G	OIM	B																	
Hill, D	Safety Adviser	B																	
Sibley, M	OIM	B																	
Clarke, R	LogCo	H																	
Ogden, J	Mech TL	H																	

Key					
Offshore	Training (add. pay)	Training (no extra pay)	Office assign/Onshore contract	Onshore/Office (add. pay)	
Onshore/Office (no extra pay)	Onshore Delay Day	Offshore Delay Day/Call Back	Partial Offshore Delay	Compassionate Leave	
Sick	Suspension	Employee Rep (add. pay)	Employee Rep (no extra pay)	Holiday (Contractor Only)	
Jury Day	Marriage/Paternity	Maternity/Parental	Public Duties	Service Day	
Service Day Encashment	Safety Rep (add. pay)	Safety Rep (no extra pay)	Unpaid Leave/Career Break		

The title bar allows you to jump to the previous and next three months using the arrow buttons. You can also change the date, location (or select another report to view) and also use the companies and trades filters to refine the report, if you change any of these details you must press 'update' for them to take effect.

At the top of the report you will see each of the three months, you can click on the month name to view the [month rota](#) for the selected month. Below this you will see the individuals name (NUI team are highlighted in yellow and adhoc in blue), position and shift for each member of the core crew. This is followed by a cell for each day in the three month period. Clicking the individuals name will take you to their calendar for the selected year.

You can sort the report by name, position or shift by clicking on the appropriate column heading.

As space is a premium on this screen, location codes are displayed in green and there is an abbreviated key, which is shown at the bottom of the report.

Note: If you are not logged into the system, you will not see the codes for Sickness, Compassionate Leave or Suspension. These codes will be hidden and replaced by 'O' - other.

Month Summary

This report shows summary matrix of the crew, beds and visitors at the specified location for the selected month. This report is especially useful for bed and crew planning, ensuring that there are beds available over the month and that there are enough people for each trade:

August 2003 Month Summary for Leman 27A Update		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Base Crew		Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
Construction		0	0	0	0	0	5	5	5	5	5	5	5	5	4	4	5	5	5	5	0	0	0	0	0	0	0	0	0	0	0	0
Electrical		0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	
Fabric Maintenance		0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	
Instruments		0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	
Management		0	1	1	1	1	2	2	2	2	2	2	3	3	3	3	2	2	2	2	1	1	1	1	1	1	0	0	0	0	1	1
Mechanical		0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	
Support		0	1	1	1	1	2	2	2	2	2	2	2	2	2	2	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	
Total Base Crew		0	2	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	13	13	2	2	2	2	1	0	0	0	0	1	1	
Crew Relocated Here (bed overrides)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Crew Day Tripping Here (in calendar)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Crew Including Relocations		0	2	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	13	13	2	2	2	2	1	0	0	0	0	1	1	
Visitors		Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
Visitors Day Tripping		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0
Overnight Visitors Leaving Today		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Overnight Visitors		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Total Visitors		0	1	1	1	0	0	0	0	0	0	1	0	0	0																	
Bed Information		Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
Beds Onboard		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Beds Used (Base Crew)		0	2	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	13	13	2	2	2	2	1	0	0	0	0	0	1	1
Beds Used (Visitors)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Beds Available		20	18	18	18	18	7	7	7	6	5	5	4	4	5	5	6	6	7	6	18	18	18	18	19	20	20	20	20	19	19	
POB DAY		0	2	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	14	14	3	2	2	2	1	0	0	1	0	0	1	1
POB NIGHT		0	2	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	13	14	2	2	2	2	1	0	0	0	0	0	1	1
Press Magnifier for Detailed Day POB		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	

The title bar allows you to jump to the previous and next months using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The report is broken down into four key sections:

Base Crew. This section lists the number of crew at the selected location for each day grouped by trade with the total base crew at the bottom. If you click on the Trade you will be taken to the [View Month Rota](#) screen, which will display the month rota for each of the individuals in the selected trade. This section also contains the number of crew temporarily relocated to this location by [bed overrides](#) and the number of crew day tripping here (this is denoted by people who have a bed location elsewhere but this location is specified in their calendar).

Visitors. This section lists the number of Visitors who are Day Tripping (who do not require a bed), Overnight Visitors (who require a bed) and Overnight visitors leaving today (who had a bed and are onboard but will not need a bed tonight). The total visitors are listed below this. [Visitors](#) are detailed in their own section.

Bed Information. This section shows then number of beds onboard, the number of beds used by base crew (and crew relocated to this location), the number of beds used by visitors and finally the number of beds free.

POB DAY and POB NIGHT. This section shows the total number of personnel (visitors and crew) on board each day during the day and also overnight.

There is a row of magnifying glasses at the bottom of the report. If you click on a magnifier for a selected day you will be taken to the [View POB Report](#) for that particular day. This gives you the ability to zoom in to get extra detail for each day.

Note: If you have not specified a specific location (e.g. all fields or all locations in a field), you will not see the bed information. Bed information is only available when you select a specific location.

Movement Summary

This report shows the arrivals and departures for each day of a given month at a selected location. This report is especially useful for flight planning to ensure that there are enough seats available for the movements taking place, you also have a view of the bed availability for the month:

		August		2003		Movement Summary		for		Leman		27A		Update																		
Base Crew		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Fr Sa Su Mo Tu We Th Fr Sa Su	0	2	0	0	0	11	1	1	3	2	1	2	1	1	1	2	1	2	1	0	0	0	0	0	0	0	0	0	0	1	0
	Fr Sa Su Mo Tu We Th Fr Sa Su	1	0	0	0	0	1	1	1	2	1	1	1	1	2	1	3	1	3	1	11	0	0	0	1	1	0	0	0	0	0	0
Visitors		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Fr Sa Su Mo Tu We Th Fr Sa Su	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
	Fr Sa Su Mo Tu We Th Fr Sa Su	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
	Fr Sa Su Mo Tu We Th Fr Sa Su	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0
Totals		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Fr Sa Su Mo Tu We Th Fr Sa Su	0	2	0	0	0	11	1	1	3	2	1	2	1	1	1	2	1	3	2	0	0	0	0	0	0	0	1	0	0	1	0
	Fr Sa Su Mo Tu We Th Fr Sa Su	1	0	0	0	0	1	1	1	2	1	1	1	1	2	1	3	1	4	1	12	0	0	0	1	1	0	1	0	0	0	0
Bed Information		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Fr Sa Su Mo Tu We Th Fr Sa Su	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
	Fr Sa Su Mo Tu We Th Fr Sa Su	0	2	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	13	13	2	2	2	2	1	0	0	0	0	1	1	
	Fr Sa Su Mo Tu We Th Fr Sa Su	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	Fr Sa Su Mo Tu We Th Fr Sa Su	20	18	18	18	18	7	7	7	6	5	5	4	4	5	5	6	6	7	6	18	18	18	18	19	20	20	20	20	19	19	
	Fr Sa Su Mo Tu We Th Fr Sa Su	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
	Fr Sa Su Mo Tu We Th Fr Sa Su	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q

The title bar allows you to jump to the previous and next months using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The report is broken down into the number of arrivals and departures for each day. This is split into base crew (this includes the core crew, temporary crew relocated and crew day tripping to the selected location), visitors and finally the combined total.

The Bed Information shows then number of beds onboard, the number of beds used by base crew (and crew relocated to this location), the number of beds used by visitors and finally the number of beds free.

There are two rows of magnifying glasses at the bottom of the report. If you click on a magnifier for a selected day you will be taken to the [View POB Report](#) or the [Flight List](#) for that particular day (depending on which row you select). This gives you the ability to zoom in to get extra detail for each day.

Note: If you have not specified a specific location (e.g. all fields or all locations in a field), you will not see the bed information. Bed information is only available when you select a specific location.

Skills Summary

This report shows summary skills matrix of the crew at the given location of each day of the selected month. The report also shows a summary of the bed used and free for each day of the month. This report is especially useful for crew planning, ensuring that there is the appropriate number of people at the location with the correct skills for emergency response planning:

August 2003 Skills Summary for Leman 27A Update		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Base Crew		Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
Survival		0	2	2	2	2	9	9	9	10	11	11	12	12	12	12	10	10	9	9	2	2	2	2	1	0	0	0	0	0	1	1
Medical		0	2	2	2	2	8	8	8	9	10	10	11	11	11	11	9	9	8	8	2	2	2	2	1	0	0	0	0	0	1	1
OIM A		0	0	0	0	0	1	1	1	1	1	1	2	2	2	2	2	2	2	2	1	1	1	1	1	0	0	0	0	0	0	
OIM B1		0	1	1	1	1	2	2	2	2	2	2	2	2	2	2	1	1	1	1	1	1	1	1	1	0	0	0	0	0	1	1
OIM B2		0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	
OIM C		0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	
Medic		0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
Advanced First Aid		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
First Aid		0	0	0	0	0	4	4	4	4	4	4	4	4	4	4	4	4	3	3	0	0	0	0	0	0	0	0	0	0	0	
Coxwain		0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	
Fire Team Leader		0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	
Fire Team		0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	
Hell Fire		0	0	0	0	0	3	3	3	3	3	3	3	3	3	3	3	3	2	2	0	0	0	0	0	0	0	0	0	0	0	
HLO		0	0	0	0	0	2	2	2	2	2	2	2	2	2	2	2	2	1	1	0	0	0	0	0	0	0	0	0	0	0	
Crane Driver		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Banksman		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Base Crew		0	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	13	13	2	2	2	2	1	0	0	0	0	1	1		
Bed Information		Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
Beds Onboard		20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	
Beds Used (Base Crew)		0	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	13	13	2	2	2	2	1	0	0	0	0	0	1	1	
Beds Used (Visitors)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Beds Available		20	18	18	18	7	7	7	6	5	5	4	4	5	5	6	6	7	6	18	18	18	18	19	20	20	20	20	19	19		
POB DAY		0	2	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	14	14	3	2	2	2	1	0	0	1	0	1	1	
POB NIGHT		0	2	2	2	2	13	13	13	14	15	15	16	16	15	15	14	14	13	14	2	2	2	2	1	0	0	0	0	1	1	
Press Magnifier for Detailed Skills		Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	

The title bar allows you to jump to the previous and next months using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The report shows each of the recorded skills and the number of people with the skills for each day of the selected month. If you click on the skill you will be taken to the [View Month Rota](#) report, which will show you the detailed month rota for each individual with the selected skill.

The total base crew for each day is shown, followed by the bed information for each day. The bed information shows how many beds are at the location, how many are used by base crew and visitors and the number of beds available.

POB day and POB night shows the total number of personnel (visitors and crew) on board each day during the day and also overnight.

There is a row of magnifying glasses at the bottom of the report. If you click on a magnifier for a selected day you will be taken to the [POB Skills Report](#) for that particular day. This gives you the ability to zoom in to get extra detail for each day.

Note: If you have not specified a specific location (e.g. all fields or all locations in a field), you will not see the bed information. Bed information is only available when you select a specific location.

Month Totals

This report lists the number of man-days at the given location by company split into base crew and visitors. This report can be used as a source for costing information and safety planning:

Base Crew Days Offshore		Visitor Days Offshore	
Company	Days	Company	Days
A1 Safety training	33	A1 Safety training	3
Alstom	14	Amec	248
BP	169	AON	5
Cape	5	Aramark	15
Kvaerner	14	Arran Controls	8
Total man days	235	BIS	7
		BP	11
		Cape	180
		DFI	5
		DTI	2
		Edeco	21
		Kvaerner	1
		Liberty	2
		OTS	42
		PALL	8
		Sparrows	108
		Thermoplant	1
		TROS	2
		Unknown	3
		Total man days	672

The title bar allows you to jump to the previous and next months using the arrow buttons. You can also change the date and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

You can click on the company name to view the [Month Rota](#) for the selected company on the given month

Day Costing Report

This report shows the number of days at the selected location for base crew and visitors broken down by individual and grouped by cost code:

Day Costings for Leman 27A from 01/10/2004 to 31/10/2004 Update				
Name	Company	Employee Days	Other Paid Days	Visitor Days
N/A				
Able, Alan	A1 Safety training	14	0	
Abron, Ahin	BP	14	0	
Adamson, P (visitor)	Sparrows			1
Amiss, Andy	Alstom	14	0	
Ant, Adam	BP	14	0	
Hebden, Sean (visitor)	Amec			2
N/A (59 days)		56	0	3
CAM02ELEC				
Adams, Robert (visitor)	Alstom			9
CAM02ELEC (9 days)		0	0	9
LEM02FABM				
Alexander, Mick	Amec	14	0	
Mason, Steve (visitor)	Cape			15
LEM02FABM (29 days)		14	0	15
STL02FMON				
Abbott, Noel	Cape	22	0	
Arrindell, Oscar	Kvaerner	14	0	
Ashby, Trevor	Cape	14	0	
STL02FMON (50 days)		50	0	0
Total (147 days)		120	0	27

The title bar allows you to jump to the previous and next periods (this is defined by the date range and could be day, month (default) or any range of dates) using the arrow buttons. You can also change the 'from' and 'to' dates and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The report shows a row for each employee and visitor grouped into cost codes. Cost codes are allocated to crew and visitors when they are first added to the system; see the [employee detail](#) and [visitor](#) sections for more information. If you click on the employee or visitor name you will be taken to their details.

The columns are defined as followed:

Employee Days is the number of days offshore for the month for each of the base crew at the given location.

Visitors Days is the number of days offshore for the month for each of the visitors at the given location.

Other Paid Days, is other paid system codes that the base crew qualify for, e.g. training and office days.

For a full list of qualifying system codes, see [Appendix A. Calendar System Codes](#).

Each column is totalled and the is the total number of days for each of the cost codes and a grand total.

Flight Costing Report

This report shows the number of arrivals and departures to the selected location for base crew and visitors broken down by individual and grouped by cost code:

Arrivals			Departures		
Name	Company	No of Visits	Name	Company	No of Visits
N/A		6	N/A		6
Able, Alan	A1 Safety training	1	Able, Alan	A1 Safety training	1
Abron, Alvin	BP	1	Abron, Alvin	BP	1
Adamson, P (visitor)	Sparrows	1	Adamson, P (visitor)	Sparrows	1
Amiss, Andy	Alstom	1	Amiss, Andy	Alstom	1
Ant, Adam	BP	1	Ant, Adam	BP	1
Hebden, Sean (visitor)	Amec	1	Hebden, Sean (visitor)	Amec	1
CAM02ELEC		5	CAM02ELEC		5
Adams, Robert (visitor)	Alstom	5	Adams, Robert (visitor)	Alstom	5
LEM02FABM		2	LEM02FABM		2
Alexander, Mick	Amec	1	Alexander, Mick	Amec	1
Mason, Steve (visitor)	Cape	1	Mason, Steve (visitor)	Cape	1
STL02FMON		6	STL02FMON		7
Abbott, Noel	Cape	4	Abbott, Noel	Cape	5
Arrindell, Oscar	Kvaerner	1	Arrindell, Oscar	Kvaerner	1
Ashby, Trevor	Cape	1	Ashby, Trevor	Cape	1
Total Arrivals		19	Total Departures		20

The title bar allows you to jump to the previous and next periods (this is defined by the date range and could be day, month (default) or any range of dates) using the arrow buttons. You can also change the 'from' and 'to' dates and location (or select another report to view), if you change any of these details you must press 'update' for them to take effect.

The report shows a row for each employee and visitor grouped into cost codes. Cost codes are allocated to crew and visitors when they are first added to the system; see the [employee detail](#) and [visitor](#) sections for more information. If you click on the employee or visitor name you will be taken to their details.

The report shows the number of arrivals and departures for each individual over the chosen period grouped into cost code. The report also shows the total arrivals and departures for each cost code.

View Year Rota

This report shows full rota for each individual for the year. The report is very similar to the View Month Rota report:

2003 Year Rota for Leman 27A - All Companies - All Trades Update																																									
Show full key																																									
January 2003																																									
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6				
Name	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th				
Allen, Fred																																									
Amisr, Andy	27A																27A																								
Ant, Adam	27A															27A																									
Arnone, Aaron	9CH	9CH	27A																27A																						
Barratt, Lee	27A																						27A																		
Z, Z	27A																27A																								
Aird, Ian																																									
Arindell, Oscar	27A																27A																								
Bayliss, Peter	27A																27A																								
Blakey, Gary	27A																27A																								
Brady, Tony	27A																27A																								
Hebden, Sean	9CH	9CH	27A	PO															27A																						
Abhatt, Noel						27A																																			
Aiken, Ian	27A																27A																								
Cowlam, Gill																													27A	PO											
Hill, David																																									
Siblay, Mark						27A																																			
Clarke, Ray	27A																27A																								
Ogden, Jack	SD	SD	SD	27A																27A																					
Able, Alan	27A																27A																								
Abron, Alvin	27A																27A																								
DAY VISITORS	0	0	3	16	15	15	10	11	15	17	10	14	14	9	12	13	8	5	5	19	14	14	13	13	11	10	10	13	12	11	11	8	8	14	15	14					
OVERNIGHT VISITORS	0	0	2	11	11	11	10	9	11	8	7	9	9	6	8	8	8	3	4	3	8	10	12	8	8	9	9	9	5	7	8	5	5	4	5	7	5				

The title bar allows you to jump to the previous and next years using the arrow buttons. You can also change the year, location (or select another report to view) and also use the companies and trades filters to refine the report (Note: Trade also contains 'Visitors' if you wish to view only visitors), if you change any of these details you must press 'update' for them to take effect. You can also zoom into the month rota view by clicking on the month name.

The report shows the individuals name (NUI team are highlighted in yellow and adhoc in blue), position and shift followed by a column for each day of the month. These columns contain the location or system codes which define where or what the individual is doing on the appropriate date; use the 'Show full Key' button for a list of all the valid location and system codes, a list of the system codes follows in [Appendix A. Calendar System Codes](#). A key of the system codes is also displayed at the bottom of the report.

You can move around the report by scrolling up and down and left and right to see the whole of the year. This report holds a vast amount of data and may be slow to generate, please be patient while the report is created, it will build in 10 row sections.

The summary section at the bottom of the report gives the total base crew, day and night visitors along with the number of beds onboard and bed available.

Year Summary Report

This report produces a summary of all employee calendars at the specified location. The report gives totals for the number of days worked offshore, sick, training, etc and predicted days. This is an ideal management tool giving an overview of how time is being spent and whether people are meeting or exceeding their contract days:

2003 Year Summary for Leman 27A All Companies All Trades Update														
Name	Position	Company	Office Days	Leave	Service Days	Sick	Training	Representation	Onshore Delay	Offshore Delay	Nights Offshore	Contract/Prorata Days	Predicted Days	
Abbott Noel	Welders Mate	Cape	23								152	182	▼ 152	
Able Alan	Abs Elec	A1 Safety training									183	168	▲ 183	
Abram Alvin	Chef	BP					3			1	167	168	▼ 167	
Aird Ian	Fabric Mtce	Cape									1	182	▼ 1	
Aitken Ian	Elect Tech	Kvaerner									168	182	▼ 168	
Allen Fred	Crane Tech	Amec									1	182	▼ 1	
Armiss Andy	Abs Elec	Alstom		14			2			2	180	168	▼ 182	
Art Adam	Abs Elec	BP		3							169	168	▲ 170	
Aronson Aaron	Abs Elec	A1 Safety training									178	168	▲ 178	
Arndell Oscar	Elect Tech	Kvaerner									155	182	▼ 155	
Barratt Lee	Inst Tech	BP		3							160	168	▼ 160	
Bawiss Peter	Mech TL	BP									168	168	▲ 168	
Blakey Gary	Elect Tech	BP			3						166	168	▲ 168	
Brady Tony	OIM	BP									168	168	▲ 168	
Clarke Ray	LogCo	BP									169	168	▲ 169	
Cowiam Gill	OIM	BP								1	157	168	▼ 157	
Hebden Sean	Clerk	BP	1	24		2	3			3	163	168	▼ 165	
Hill David	Safety Adviser	BP									98	168	▼ 98	
Ogden Jack	Mech TL	BP			3						166	168	▲ 168	
Sibley Mark	OIM	BP							1		167	168	▲ 168	
Z Z	Abs Elec	A1 Safety training									168	168	▲ 168	
27A Summary														
Total days (21 employees)			24	44	6	2	8	0	1	7	3084	3598	3095	
Average per employee			1.1	2.1	0.3	0.1	0.4	0.0	0.0	0.3	146.9	171.3	147.4	
Contract day / Prorata comparisons			Below = 11 (52.4%)			Equal = 5 (23.8%)			Over = 5 (23.8%)			Over 190 days = 0 (0.0%)		

The title bar allows you to jump to the previous and next years using the arrow buttons. You can also change the year, location (or select another report to view) and also use the companies and trades filters to refine the report, if you change any of these details you must press 'update' for them to take effect.

This report gives an instant view of the summary information for each employees calendar for the selected year. The report shows the employee name, position and company then breaks down the number of days completed in each category (office days, leave, training, etc). There are presets for service days, office days and sickness to flag up excess of either, yellow for warning and red for review, these are:

Office Days. If an employee has office days exceeding 105, the office days will be highlighted in yellow, if they exceed 125 days they will be highlighted in red.

Sick Days. If an employee has sick days exceeding 45, the sick days will be highlighted in yellow, if they exceed 60 days they will be highlighted in red.

Service Days. If an employee has service days in excess of the service days set up in the employee screen they will be highlighted in red.

Next is the number of nights spent offshore and contract days. Contract days is the number of days the employee is contracted to have completed; if they have done a period of office assignment there will be a pro rata figure which reduces the number of days required on shift offshore (see [Appendix A. Calendar System Codes](#) for more information about office assignment and pro rata days).

Predicted days shows how many days each person is expected to work for the year. If this number is green then they have met their contract/pro rata days or completed up to 7 days extra. If the number is red you will see an up or down arrow showing whether they have either completed too many days, or too few.

You can sort the report on name, position or company by clicking on the appropriate column title. If you click on the employee name you will see the employees calendar for the currently viewed year.

The summary at the bottom of the report gives the total and average numbers of days for each column. It also details the number of people below, equal to an over their contract days along with the number of people over 190 days offshore.

Detailed Year Summary Report

This option is only available to ATS administrators. The detailed summary report shows the number of days worked for each code within the attendance tracking system, as in the previous report it will also give the number of days worked offshore, the contract days and predicted days. The report also highlights codes, which qualify for extra pay; these are shown as the dark grey columns. This report also gives statistical information about each selected location. This is an ideal management tool giving an overview of how time is being spent and whether people are meeting or exceeding their contract days:

		2003	Detailed Summary		for	Leman	27A	All Companies	All Trades	Update																		
Name	Position	Company	TR	TU	OA	OD	OU	DD	DO	PO	CO	SK	SX	ER	EU	SR	SU	HO	JD	MA	MP	PP	SD	SE	UL	Nights O/S	Contract Prorata	Predict Days
Abbott, Noel	Welders Mate	Cape				23																				152	182	▼ 152
Able, Alan	Abs Elec	A1 Safety trai																								183	168	▲ 183
Abrun, Alvin	Chef	BP	3						1																	167	168	▼ 167
Aird, Ian	Fabric Mlce	Cape																								1	182	▼ 1
Ailken, Ian	Elect Tech	Kvaerner																								168	182	▼ 168
Allen, Fred	Crane Tech	Amec																								1	182	▼ 1
Amis, Andy	Abs Elec	Alstom		2					2				14													180	168	▼ 162
Art, Adam	Abs Elec	BP																			1	2				169	168	▲ 170
Aronson, Aaron	Abs Elec	A1 Safety trai																								178	168	▲ 178
Armindell, Oscar	Elect Tech	Kvaerner																								155	182	▼ 155
Barratt, Lee	Inst Tech	BP																3								180	168	▼ 160
Bayliss, Peter	Mech TL	BP																								168	168	▲ 168
Blakey, Gary	Elect Tech	BP																					2	1		166	168	▲ 168
Brady, Tony	OIM	BP																								168	168	▲ 168
Clarke, Ray	LogCo	BP																								169	168	▲ 169
Cowlam, Gill	OIM	BP								1																157	168	▼ 157
Hebdon, Sean	Clerk	BP	3			1			2	1		2						24								163	168	▼ 165
Hill, David	Safety Advise	BP																								98	168	▼ 98
Ooden, Jack	Mech TL	BP																					3			166	168	▲ 169
Sibley, Mark	OIM	BP						1																		167	168	▲ 168
Z, Z	Abs Elec	A1 Safety trai																								168	168	▲ 168
27A Summary																												
Total days (21 employees)			6	2	0	24	0	1	5	2	0	2	14	0	0	0	0	27	0	1	2	0	5	1	0	3084	3598	3095
Average per employee			0.3	0.1	0.0	1.1	0.0	0.0	0.2	0.1	0.0	0.1	0.7	0.0	0.0	0.0	0.0	1.3	0.0	0.0	0.1	0.0	0.2	0.0	0.0	146.9	171.3	147.4
Contract day / Prorata comparisons			Below = 11 (52.4%)					Equal = 5 (23.8%)					Over = 5 (23.8%)					Over 190 days = 0 (0.0%)										

The title bar allows you to jump to the previous and next years using the arrow buttons. You can also change the year, location (or select another report to view) and also use the companies and trades filters to refine the report, if you change any of these details you must press 'update' for them to take effect.

This report gives a year view of the totals for every code used in each employees calendar. The report shows the employee name, position and company then number of days completed in on each code (see [Appendix A. Calendar System Codes](#) details about each code or hover the cursor over the column heading for a brief description).

Next is the number of nights spent offshore and contract days. Contract days is the number of days the employee is contracted to have completed; if they have done a period of office assignment the there will be a pro rata figure which reduces the number of days required on shift offshore (see [Appendix A. Calendar System Codes](#) for more information about office assignment and pro rata days).

Predicted days shows how many days each person is expected to work for the year. If this number is green then they have met their contract/pro rata days or completed up to 7 days extra. If the number is red you will see an up or down arrow showing whether they have either completed too many days, or too few.

You can sort the report on name, position or company by clicking on the appropriate column title. If you click on the employee name you will see the employees calendar for the currently viewed year.

The summary at the bottom of the report gives the total and average numbers of days for each column. It also details the number of people below, equal to an over their contract days along with the number of people over 190 days offshore.

Frequently Asked Questions

Why do I not see the coloured boxes when I print a shift rota or calendar?

You must switch on 'print background colours and images' in your web browser. In Internet Explorer select Tools, Internet Options, Advanced, and check the box marked 'print background colours and images'.

I have booked a visitor to my location but the system says that they are day tripping each day of their visit.

If the visitor is booked out a location, and is staying onboard they must be given a bed. Check the 'require bed' box and specify the location on which the bed is located. See [booking visitors](#) for more information.

An employee has moved to another location, I have changed their calendar but the system says that they are day tripping between their old location and the new location, why?

If an employee has moved to the new location permanently you will need to change the bed location as defined in the [employee screen](#). If they are on a temporary relocation you must use a bed override to move their bed location to the new location for the period of the relocation, see [bed overrides](#) for more information.

I have to change the calendars of several people; do I have to change each one individually?

No you can use bulk create/update to change details of one or more calendars in one go. For example if you have several people on the same course or if you have a group of people who have a new shift pattern, see [bulk create/update](#) for more information.

I have used bulk update to change an individuals shift rota but every day has been filled with the new location.

In order to create a shift pattern in bulk update you must select a shift pattern from the 'fill pattern' selection box and enter the new shift pattern; by default this is set to 'fill all days in date range'. See [bulk create/update](#) for more information.

An individual has moved to a new location and I need to change their location in their calendar to the new one without overwriting their other codes, can this be done?

Yes, in bulk create/update there is a facility to replace one code with another. Simply select date range, the new location code and set the 'fill pattern' to 'replace one code with another', select the code you wish to replace and all of the references to the old code will be changed to the new one (within the date range). See [bulk create/update](#) for more information.

I have added a note but it does not appear where expected.

When you enter a note you should add it to the first date that the note applies to. By default ATS sets this to today's date, you should change the date to the correct date for the note. To find your old note look at the bottom of the view or edit calendar screens, there you will see a list of all notes for the year.

When I print a report, the information is all squashed up.

Try changing the margin sizes in the page setup option of your web browser, if this does not help, try printing the page in landscape instead of portrait.

Will the Tracker automatically work out what training/safety representation/employee representation/office days should be paid or not paid, i.e. the code for unclaimed will automatically turn to claimed if the employee goes over 168?

NO, it is the responsibility of the Administrator to input the correct code. They must input whether the day should be claimed or not claimed. However, the **Administrators should ONLY input CLAIMED Days after AUTHORISATION from the OOE/OIM.**

If an employee is predicted to work over their contract days offshore for when will they get paid for it?

If you work an offshore delay day, i.e. offshore day in addition to your rota AND you are predicted to do 168 then you can claim for that offshore delay day. If you work over 161 rota days you will only do this at the end of the year and so those days over 161 should also be paid at the offshore delay day rate and the Administrator is required to change the code from platform normal offshore day to offshore delay day to enable payment.

What if an employee does not want to get paid an offshore delay day(s) because they want time off later on?

If the employee works an offshore delay day(s) in addition to their rota and wants to take that day later on, the Administrator (**with authorisation from the OOE/OIM**) can insert a normal offshore day code and then take out the code for an alternative day(s) from their normal rota later on and the individual will not work that day(s). The OIM/OOE must check that this works operationally and logistically. The Tracker enables you to see how many offshore days/office days employees have done, it is the OIM/OOE's responsibility to ensure that the employee has claimed the right number for additional days payment.

Appendix A. Default Calendar System Codes

Green	Working Locations, this can be both onshore and offshore installations, this will vary depending on your installation and license. Please use 'Show full key' within the application to get a detailed list of the codes that are valid at your location. Any code that is not recognised by the system will be classified as a working location and coloured in green.
Asterisk (*)	Denotes a flight advance, it can be used with on its own or appended to another code. If the person is onshore they will be flying out that night rather than the next day. If they are offshore, they will be flying in that night rather than the next night. See 'the asterisk' for more information.
TR	Training Paid (outside rota), this will qualify for extra pay but does not count towards your contract days. Should only be used after any unpaid training allowance (TU) has been used up.
TU	Training Unpaid (within rota), this will not qualify for extra pay but is considered to be part of your contract days. For a 168 (161+7) contract days, the first 7 days training should be TU.
OA	Office Assignment/Onshore Contract. This is used for days when a person is working onshore for an extended period of time. The whole period of time should be included (including weekends). This will reduce the total number of days required to work offshore giving a Pro Rata value (the pro-rata value is calculated using the following: (days in year-office assignment days)*contract days/days in year). This should also be used for new starts that start part way through a year or those leaving part way through a year to give a correct number of offshore days.
OD	Onshore/Office Days Paid (including Meetings). Days outside rota when contract days have (or are predicted to be) completed. Qualify for additional pay but does not count towards contract days. For Office Assignments please refer to offshore handbook, contact your HR Team.
OU	Onshore/Office Days Unpaid (including Meetings). This will not qualify for extra pay but is considered to be part of your contract days. For Office Assignments please refer to offshore handbook, contact your HR Team.
DD	Onshore Delay Day. Delayed onshore due to bad weather, etc. Counts towards contract days.
DO	Offshore Delay Day/Callback. Person is asked to stay offshore beyond rota time or called back to offshore before rota time commences. Requires overnight stay and is unplanned to qualify. Qualifies for extra pay but does not count towards contract days.
PO	Partial Offshore Delay. Delayed for over 6 hrs, qualifies for extra pay but does not count towards contract days. If the individual is not delayed overnight, this code should be followed by an asterisk (*), this will tell ATS that the individual is leaving the location that day, see 'the asterisk' for more information.
CO	Compassionate Leave. Up to 5 days, management discretion, advice can be sought from HR. Counts towards contract days.
SK	Sick in rota. Exult form is required if used. For long-term sickness contact HR/Occupational Health. Counts towards contract days.
SX	Suspension. Only considered after gross misconduct at Management decision.
ER	Employee Representation Paid. Requires OIM Approval. Should only be used when not in Rota and after contract days have been completed (or predicted to have been completed). This is paid and does not count towards contract days.
EU	Employee Representation Unpaid. Requires OIM Approval. Employee Representation within rota so counts towards contract days but does not qualify for extra pay.
HO	Holiday. This should only be used for contract employees, where vacation has been taken within normal rota time. This should not be used if the employee contract does not allow for special holiday. Does not qualify for pay or towards contract days.
JD	Jury Day. Will count towards contract days.
MA	Marriage/Paternity Leave. See your HR Leave Policy. Does not qualify for additional pay or towards contract days. Does count towards days qualifying for gainful employment.
MP	Maternity/Parental Leave. See your HR Leave Policy. Does not qualify for additional pay or towards contract days. Exult form is required if used.
PP	Public Duties/Voluntary Reserve Force. See your HR Leave Policy. Does not qualify for additional pay or towards contract days. Does count towards days qualifying for gainful employment.
SD	Service Day. Number of additional days leave the employee entitled to due to long service, please contact your HR department for rules. Counts towards contract days but does not qualify for extra pay. Can be used in conjunction with SE to mix paid and unpaid service days but the total must not exceed the number of service days allowed.
SE	Service Day Encashed. Number of additional days leave the employee entitled to due to long service, please contact your HR department for rules. Does not counts towards contract days but does qualify for extra pay. Use within normal field break time to qualify for extra pay. Can be used in conjunction with SE to mix paid and unpaid service days but the total must not exceed the number of service days allowed.
SR	Safety Representation Paid. Requires OIM Approval. Should only be used when not in Rota and after contract days have been completed or predicted to have been completed. This qualifies for additional payment and does not count towards contract days.
SU	Safety Representation Unpaid. Requires OIM Approval. Safety Representation within rota so counts towards contract days but does not qualify for extra pay.
UL	Unpaid Leave/Career Break. Requires Exult form if used.
<i>Italic</i>	Bed Override in place, crewmember has been temporarily relocated.
<u>Underscore</u>	If a code is underlined a Note is attached to that day. Click on the day to display the contents of the note.

Appendix B. Software License Agreement

License for Use

This License entitles the licensee to install and use one copy of the ATS Attendance Tracking System on a single server. This license restricts the licensee to using the ATS Attendance Tracking System to manage the following locations:

LOCATIONS AGREED BETWEEN LICENSEE AND RIVERSIDE COMPUTER SERVICES LTD

The licensee will not use the ATS Attendance Tracking System to manage any other locations without the prior consent of Riverside Computer Services Ltd.

The software and documentation are protected by the copyright laws of the United Kingdom and international treaty provisions. There are severe penalties, both civil and criminal, for copyright infringement. The licensee may not modify or copy all or any part of the software or related documentation, except to may make a reasonable number of copies of the software for backup or archival purposes.

The licensee acknowledges and agrees that except for the rights granted in this agreement, all other rights, and the title of interest in and to the ATS Attendance Tracking System and related documentation remain the sole and exclusive property of Riverside Computer Services Ltd, including all patent, copyright or other proprietary rights. The licensee will not derive or assert any title or interest in to such software. The licensee does not receive any rights to patents, copyright or other intellectual property rights to the software or related documentation. The licensee may not alter, merge, adapt, modify, translate, decompile, disassemble or reverse engineer any part ATS Attendance Tracking System or documentation.

Support

Riverside Computer Services Ltd will provide limited email and telephone support to the licensee for the ATS Attendance Tracking System. Riverside will provide additional dial in support where the licensee grants access provision.

Support of the ATS Attendance Tracking System is limited to the Software and Database supplied to the licensee by Riverside under the terms of the license for use, support will not be given for any hardware component or software on which ATS is dependant.

Support is restricted to the hours of 9:30 to 17:00 Monday to Friday (excluding UK bank holidays). Riverside uses every reasonable effort to respond to all calls and messages within 48 hours.

Warranty

Riverside Computer Services Ltd warrants the ATS Attendance Tracking System will be free from significant defects that prevent the software from performing substantially in the manner described in the user guide for the term of this license. Provided that any non-compliance to the above warranty is reported to Riverside within the term of the license, Riverside will use reasonable efforts to correct significant defects in the system without charge.

Upgrades

The licensee may receive upgrades to the software and related documentation over the period of this license. The software and related documentation are provided as an upgrade, patch or update to an earlier licensed release of the software. The licensee must have a valid license to operate such earlier release of the same version of the software. All software being upgraded is deemed to be part of the software and subject to this agreement.

Term and Termination

This license for the ATS Attendance Tracking System is granted to the under the terms that the licensee has agreed with Riverside Computer Services Ltd. Riverside may terminate any license granted herein should the licensee fail to comply with the terms of this agreement. Upon termination of the license for any reason, the licensee must promptly return to Riverside Computer Services Ltd or destroy all copies of the software and related documentation covered by this license.

Limitations of Liability

In no case shall Riverside Computer Services Ltd be liable for any indirect, incidental, special, punitive, cover or consequential damages or loss, including, without limitation, lost profits or the inability to use equipment or access data. In no case will Riverside's liability exceed the amount of the license fee paid by the licensee to Riverside.