

Introduction

Temps Plus War Board Help



Bridgware Systems War Board Documentation

Version date 2/3/2006

WarBoard.chm Version 4

Please visit www.bridgware.net/webhelp for ideas, examples, and further education and support on our products, including JobStreams.

Please direct any comments or suggestions concerning this help file to: doug@bridgware.net

Features

Temps Plus War Board is a new way of accessing and maintaining the data in your Temps Plus system. It is designed to streamline the tasks associated with managing job orders and placements. War Board gives you a visual overview of the status of all your open orders and of your available personnel. It allows you to dispatch your personnel with accuracy and ease, giving you immediate visual feedback on the company-wide status of open orders and unplaced personnel.

It is designed for both daily pay and weekly pay environments. Some of the key features are:

- Interface that simultaneously displays orders, placements and "who's available" windows with color coded status.
- The ability to have workers "sign-in" or "call-in" presenting you with an up to the minute view of who's available.
- Hours worked this week automatically shown for each record in the "Who's Available" grid.
- Place workers directly from sign-in grid to the selected job in the orders grid – singly or in batch
- Edit work site data directly in the orders grid.
- Close placements directly from the placements grid – singly or in batch.
- Print work tickets – select single/multiple orders/placements using your mouse
- Print "Reports Library" reports for orders/placements/who's available – select single/multiple records using your mouse
- Select and sort data in the orders grid by any criteria.
- Print an instant grid report for any window
- Enter new customers, orders, placements, or workcodes.
- Use the grids for quick navigation and the standard Temps Plus forms for editing.
- User definable timers for updating grids.
- Quick "Double Click" default actions for each grid
- User definable reports for each grid.
- Right-click popup menus for each grid
- Search "Call Ins" only (from applicant or placement screen)
- Select any number of placements (from the same order) and have the system print individual tickets for each placement

The War Board Interface

The War Board interface consists of three windows that cover the entire screen. These windows may be resized to suit your own preferences. The columns within the orders window may be moved and resized as well. These preferences are stored on the computer on which they are changed, and the screen configuration will default to the way the screen appeared when the program was last exited.

Custom Orders Selection (Alt F1)											Active Placements (Alt F2)					
Job	Worksite1	Worksite2	Worksite3	Supervisor	NextDate	Stop	Start	Dispatch	Driv		Name	Appld	WorkCode	Pay	Bill	OTBill
STAUER PERFORM	4120 NO PALM STREET	FULLERTON, CA 92835-11		MS. KATHLEEN ISE	1/6/1997			MELISSA	0		RAMSEYER, THERESA	1709	AC8810	11	17.05	25.575
MOSLER	1000 EAST HOWELL STREET	ANAHEIM, CA 92805	(800)667-3	ACCOUNTS PAYABLE	1/6/1997			MELISSA	0							
REYNOLDS & REYNOLDS	13331 GARDEN GROVE BLV	GARDEN GROVE, CA 92640	(714)493-0	MR. TERRY SENNA	1/6/1997			MELISSA	0							
RICHARD NINDIN LBR	18001 YORBA LINDA BOULI	YORBA LINDA, CA 92686	(714)983-3	MS. CHERYL SARE	1/6/1997			MELISSA	0							
RYDER TRUCK REN	1440 NORTH MAIN STREET	ORANGE, CA 92667	(714)491-0	MR. DAVE MARTIN	1/6/1997			MELISSA	0							
SERVEY	1375 NO MILLER STREET	ANAHEIM, CA 92806	(714)476-3	MR. JOHN RECCHA	1/6/1997			MELISSA	0							
ALADDIN/MOHAWK	16400 TROGAN WAY	LA MISADA, CA 90634	(714)738-6	ACCOUNTS PAYABLE	1/6/1997			MELISSA	0							
SIGN-MART	410 W. FLETCHER AVENUE	ORANGE, CA 92665	(714)988-5	MR. GENE SOBEL	1/6/1997			MELISSA	0							
SKILLED CARE PHAR	22607 OLD CANAL ROAD	YORBA LINDA, CA 92697	(714)282-9	MS. ROYANNE SOTI	1/6/1997			MELISSA	0							
MORNINGSTAR WE	1901 VIA BURTON	FULLERTON, CA 92631	(714)972-6	ACCOUNTS PAYABLE	1/6/1997			MELISSA	0							
ST. HART CONTAINE	1901 EAST ROSSLYN	FULLERTON, CA 92631	(714)525-11	MS. MONICA RAMIF	1/6/1997			MELISSA	0							
SELECT DATA	160 SOUTH OLD SPRINGS F	ANAHEIM, CA 92808	(714)974-4	MS. SHERYL PARS	1/6/1997			MELISSA	0							
SURGICAL TECHNOL	282 E. LAFAYETTE FRONTA	ST. PAUL, MN 55107	(714)680-6	MR. HERB ROBINS	1/6/1997			MELISSA	0							
VERTEQ, INC.	1241 EAST DYER ROAD #11	SANTA ANA, CA 92705	(714)708-4	MS. MICHELLE WIC	1/6/1997			MELISSA	0							
ADVANCED TRANSFI	2100 EAST VALENCIA HE	FULLERTON, CA 92631	(714)447-5	MR. NEAL MYERS	1/6/1997			MELISSA	0							
FIBERTRON	6400 ARTESIA BLVD.	BUENA PARK, CA 90620	(714)833-3	MR. VINTON GREE	1/6/1997			MELISSA	0							
NORDSTROM DISPL	2200 EAST WALNUT AVENU	FULLERTON, CA 92631	(714)870-2	MS. ELAINE DEFAN	1/6/1997			MELISSA	0							
WANGUARD INTEGR	180 SOUTH ANITA DRIVE	ORANGE, CA 92668	(714)839-4	MS. MARIAN HAEFL	1/6/1997			MELISSA	0							
CALIFORNIA COLON	824 WEST SOUTHERN AVE	ORANGE, CA 92665	(800)332-3	MR. LONNY THOM	1/6/1997			MELISSA	0							
DONNELLY/MAKET	959 SOUTH COAST DRIVE	COSTA MESA, CA 92626	(714)838-1	MS. LORETTA VES	1/6/1997			MELISSA	0							
SKYTEL - LA VALETTE	2400 EAST KATELLA SUITE	ANAHEIM, CA 92806	(800)759-6	MS. MARYLOU KEF	1/6/1997			MELISSA	0							
CALIFORNIA CENTR	2023 WEST COLLINS AVE	ORANGE, CA 92667	(714)639-7	MR. GREG MEITZL	1/6/1997			MELISSA	0							
BAL SEAL ENGINEER	19650 PAULING	FOOTHILL RANCH, CA 920	949-460-21	MR. JACK BARRALI	1/6/1997			MELISSA	40							
SHO-AIR INTERNATI	72 CORPORATE PARK SUITE	IRVINE, CA 92714	(714)476-3	MS. PAT STEENBE	1/6/1997			MELISSA	0							
C.S. ELECTRONICS	17800 GILLETTE AVENUE	IRVINE, CA 92614	(714)259-3	MR. STEVE CRAIG	1/6/1997			MELISSA	0							
MCKESSON DRUGS	2801 NORWALK BOULEVARD	SANTA FE SPRINGS, CA	(310)463-2	MR. BOB KEARNE	1/6/1997			MELISSA	0							
CENTRAL SPRINKLE	2170 NASA STREET	BREA, CA 92621	()	MR. PAUL MURRAY	1/6/1997			MELISSA	0							
CMS COMMUNICATI	2380 EAST RICKER WAY	ANAHEIM, CA 92806	()	MS. LORI MCLAIR	1/6/1997			MELISSA	0							
DATA TECH DEPOT	13791 NORTH MILLER STRE	ANAHEIM, CA 92806	()	MR. MICHAEL PHA	1/6/1997			MELISSA	0							
DEE CONSTRUCTION	1210 NORTH JEFFERSON R	ANAHEIM, CA 92807	(714)635-6	MR. ADAM VALI	1/6/1997			MELISSA	0							
EPIC PRODUCTS	17385 MT. HERMANN STR	FOUNTAIN VALLEY, CA 9	()	MR. MATT DUBROW	1/6/1997			MELISSA	0							
GENERAL LINEAR S	P.O. BOX 2742	FULLERTON, CA 92637	(714)984-4	MR. BILL HARTINE	1/6/1997			MELISSA	0							
GRINWELL FIRE PRO	1501 E. ORANGETHORPE A	FULLERTON, CA 92621	(714)870-1	MS. THERESA DAI	1/6/1997			MELISSA	0							
HANSEN BEVERAGE	2401 EAST KATELLA SUITE	ANAHEIM, CA 92806	(714)634-4	MS. ROBBIE WERD	1/6/1997			MELISSA	0							
INGRAM MICRO	P.O. BOX 25304	SANTA ANA, CA 92704	()	MS. TERI WALZ	1/6/1997			MELISSA	0							
BONNY MT ENTERPR	2669 SATURN STREET	BREA, CA 92621	()	MR. CHARLIE COLE	1/6/1997			MELISSA	0							
M-FLEX	1301 NORTH DYNAMICS S	ANAHEIM, CA 92806	(714)836-1	MS. CHRIS FARLEY	1/6/1997			MELISSA	0							

Who's Here (Alt F3)				
Name	Appld	Assigned To	Hours	Comment
Kvandal, Douglas Lynn	2	ADI	17	
Smith, John	3	ST. HART CONTAIN	0	
Pierce, Roberta	4	ST. HART CONTAIN	0	
MCLOUGHLIN, JENNIFER	1881	DONNELLY MARKE	0	
Shelby, Lechelle	10	AMANO CINCINNAT	0	
ARRATIA, GUADALUPE	20	AMANO CINCINNAT	0	
DARDDN, FRIDEL	23	AMANO CINCINNAT	0	
MEZA, FRANCISCO	28	AMANO CINCINNAT	0	
DE LOURDES GUEZADA, MARI	29	AMANO CINCINNAT	0	
Smith, John	2056	AMANO CINCINNAT	0	Just applie
Oliva, Lydia	5		0	1st shift on

Each window has options that may be accessed by using the menu bar "Action, Order Grid/Placed Grid/Who's Here Grid" selection, or by right clicking on the appropriate window.

General Information on Working with the Grids

The gray column at the left of each grid is referred to as the record selector. A black triangle appears in the cell of the current row. You can use the up and down arrows on the keyboard to move up and down through the rows of a grid and you will notice the current row indicator moves with you.

When you change information in a grid the current row indicator will change to a pencil icon indicating that data has changed. You can press the escape key in each column where you changed data and the column will be restored to its original value. If you undo all changes in all columns the row indicator will revert to the black triangle indicating no data has been changed (using the Undo menu option will undo all changes made to all columns of the current row.) Once you move off a row and make a new record the current row any changes are written to the database and can no longer be undone using the escape key or the Undo menu option.

Each of the grids has an associated "Action" menu. These action menus are available through the main menu, under "Action" or by simply right-clicking your mouse on any grid. Most often, the actions in the Action menu will act on the current row or on a number of "selected" rows.

Selecting rows

When you click on the record selector for a row, that row is selected and highlighted and any rows or columns that were previously selected are deselected. The newly selected row also becomes the current row. However, if you hold down the CTRL key while making the selection, the current row does not change and any previously selected rows remain selected. This allows you to select multiple rows, one at a time. Since selected rows do not have to be adjacent, you can also use the vertical scroll bar at the right of each grid to bring additional records into view for possible selection. You can also select a range of contiguous rows by clicking the record selector of the first row in the range, then holding down the SHIFT key and clicking the record selector of the last row in the range. If necessary, the vertical scroll bar can be used to bring additional records into view.

You can deselect all rows by clicking a data cell in the grid. Clicking the record selector of a selected row does not deselect it.

Sizing rows

You can change the height of the rows in each grid. When you point to the row divider in the record selector column, the pointer changes to a vertical double arrow, which you can drag to adjust the height of all rows in the selected grid. Dragging the pointer upward makes the rows smaller; dragging it downward makes the rows larger. All rows in the grid will be resized to the same height; it is not possible to resize individual rows.

Sizing columns

You can adjust the width of each column in a grid. When you point to the divider at the right edge of a column's header, the pointer changes to a horizontal double arrow, which you can drag to resize the column in question. Dragging the pointer to the left makes the column smaller; dragging it to the right makes the column larger.

If you drag the pointer all the way to the left the column will no longer be visible. To make the column visible again, you can point to the right side of the divider of the column that preceded it. The pointer turns into a vertical bar with a right arrow. Dragging the pointer to the right establishes a new column width.

Moving columns (Orders grid only)

You can change the order of columns in the orders grid. First, select the column you want to move by clicking on the column header (you can select multiple, adjacent columns by using the SHIFT key and clicking on the last column in the range after selecting the first column.) Now press the mouse button within the header area of any selected column. The pointer will change to an arrow with a small box at its lower right corner, and the divider at the left edge of the column being pointed to will be enlarged and highlighted. Dragging the divider to the desired location and releasing the mouse button will move the selected columns immediately to the left of the divider. The moved columns remain selected. To deselect them, simply click a data cell in the grid.

Default Action invoked by Double Clicking on a grid

When you double click your mouse on a grid, a default action will occur. For the orders grid, the default action is to bring up the Orders form starting at the current record (same as right clicking on grid and choosing "Job Order Record.") For the Placements grid the default action is to close the current or selected placement(s). For the "Who's Here" grid the default action is to begin the placement of the current or selected record(s) on the current job in the orders grid (same as right clicking on grid and choosing "Place.")

As a reminder, the default action is always the action that appears 2nd after Edit in the Action menu for the selected grid.

Grid colors and italics

The color scheme used with the grids is the same as the color bars scheme used when browsing records in Temps Plus. The orders grid gives a color coded status of the order, with red, yellow and green being open orders in various states of completion: red having no active placements, yellow having some but insufficient placements and green having adequate placements. An order will appear in italics if the order is incomplete and within a half hour of its scheduled dispatch time.

The Who's Here grid displays the standard Applicant status colors: red=applicant only, yellow=new employee, magenta=unplaced employee, green=employee on active assignment, blue=terminated/inactive employee

The Active Placement grid will always be red which is the standard color for an Active Placement when browsing placements in Temps Plus.

The Orders Grid [Alt-F1]

Configuring

The information in this window is populated according to the choices made when entering the program. You can pick from 5 standard selections: 1) Orders Needing Dispatching Today; 2) Orders Needing Dispatching From Today On; 3) Unfilled Orders; 4) Open Orders, or, 5) Orders [Open and Closed]. Further, you can elect to view just your orders (orders where your user name has been designated as the dispatcher for the order) or, all orders regardless of dispatcher. You also control the order in which records are displayed. You can sort them by Next Dispatch Date/Time or by Customer.

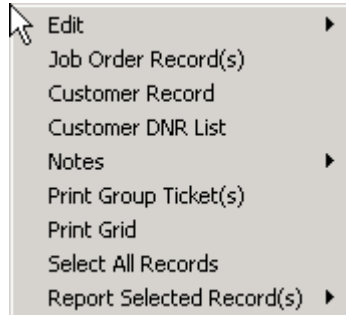
If you know a little SQL you can roll your own criteria and sorting for the orders grid. Just choose "Custom" from the drop down list of choices on the configuration screen and a text window will open where you can enter your own SQL

statement for filling the orders grid. The only requirement is that you choose “* from orders” or “orders.*” – anything else is entirely up to you.

You can change the configuration of the orders window at anytime by choosing “File, Configure WarBoard” selection from the menu bar. The choices you make are displayed in the title bar of the Orders window and they are remembered when you exit WarBoard.

Working in the Orders grid

The information in the Orders window may be edited directly by over-typing any existing information. You may also choose to edit the information using the standard Temps Plus form by right-clicking and choosing “Job Order Record” from the drop down menu. The actions available in the Orders grid are also accessible through the main menu, under “Action>>Orders Grid”



Edit – this item provides the normal “cut, paste, copy, delete” Windows functions within the War Board interface. As mentioned previously, the Undo function of the Edit menu will undo all changes to the current row.

Job Order Record(s) – This option will take you to the standard Temps Plus order form, starting at the current record. All the orders that are displayed in the grid will be available in the recordset of the Orders form and as you move from order to order in the orders form, the current record of the orders grid will stay in synch – and the placements grid will automatically be updated.

Customer Record – This option will take you to the standard Temps Plus Customer Maintenance form for the customer associated with the current record.

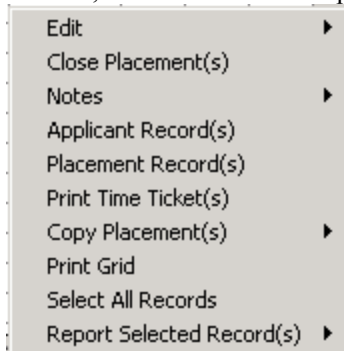
Customer DNR List – This option returns a grid displaying all employees that are specified as DNR (Do not return) to the customer associated with the current record.

Notes – You can choose between Notes for the Orders or for the associated customer records. As with the Job Order Record(s) option, all the records that are displayed in the Orders grid are in the recordset of Notes and as you move from Notes record to Notes record the underlying grids will remain in synch.

Print Group Ticket(s) – This option works just like printing a group ticket from the standard Temps Plus interface. It will print a group ticket for each selected record or for the current record if no records are selected.

Print Grid – This option works the same way it works for all the other grids in the standard Temps Plus interface. It presents a report (in preview mode) based on the current.

You do not edit information directly in this window - the information presented in the Active Placements grid is updated directly from the actual placements in the database. For instance, when you place a sign-in from the "Who's Here" window, the information will appear here. You can, however perform many actions on the data that is presented here.



Edit – This item provides the normal “cut, paste, copy, delete” Windows functions within the War Board interface.

Close Placement(s) – This item allows you to close the selected record(s) or the current record if no records are selected. It works just like the close button in the standard Temps Plus order form.

Notes – You can choose between Applicant Notes, Employee Notes or Placement notes and all records that appear in the Current Placements grid are in the recordset of notes. As you move through the notes records, the current record in the Active Placements grid stays in synch.

Applicant Record(s) - This option will take you to the standard Temps Plus Applicant form, starting at the current record. All the applicants that are displayed in the grid will be available in the recordset of the Applicants form and as you move from applicant to applicant in the Applicants form, the current record of the Active Placements grid will stay in synch.

Placement Record(s) - This item will take you to the standard Temps Plus Placement form with the current record as the starting point.

Print Time Ticket(s) - This option works just like printing an individual time ticket from the standard Temps Plus interface. It will print a time ticket for each selected record or for the current record if no records are selected.

Copy Placement(s) – This is a 2-part process much like using the standard Windows copy and paste operations.

Copy - This option allows you to copy the selected placements (or current placement if no placements are selected) into memory. When you select the records you want copied, the system holds them in memory so that you could close the selected placements in batch before moving to the new order and still be able to carry out the paste operation. The copy option will only be enabled if there are placements showing in the Active Placements grid for the current job order.

Paste from reference ### The paste option will only be enabled if you have previously copied placements to memory. It will paste the placements from memory into the current job. If the destination customer is under a Suspend Service, you will be notified and the paste operation will be aborted.

Before any new placements are made, a dialog box is presented which confirms the number of placements to be copied and the reference number of the order they are being copied from and to. Additionally, this dialog prompts for Start Date, Stop Date and Placed By values to be used with the new placements. If you choose Cancel from this dialog box, the operation is aborted. Otherwise, set the values and press Ok to continue with the paste operation.

During the paste operation, if an employee is encountered that has a DNR status with the customer, that placement will not be copied. Likewise, if an employee already has a placement on the current job (open or closed) the placement will be skipped.

If customer rates are in effect for the current job order and the system cannot find an active customer rate for the work code being copied, that placement will be skipped.

During the paste operation, the pay and/or bill rates may be adjusted under the following conditions: 1) If the destination customer uses Customer Rates, the system looks up the work code in the active customer rates table for the destination customer and uses those pay and bill rates on the new placement. 2) If the destination job order does not use Customer Rates but has an auto-bill rate based on pay rate, the system recalculates the bill rate during the paste operation.

Print Grid - This option works the same way it works for all the other grids in the standard Temps Plus interface. It presents a report (in preview mode) based on the current grid layout and content.

Select All Records - This option automatically selects all records, without having to do so with your mouse.

Report Selected Record(s) – This option will bring up a list of reports using the information you setup in the “File, Configure ‘Selected Records’ Reports” option. When you run a report from this menu, selection criteria will be imposed that limits the report to the records selected or the current record if no records are selected.

Who’s Here [Alt-F3]

You may edit 2 of the columns in this window – the Hours column and the Comment column. All other columns are automatically maintained as sign-ins occurs and placements are made. The initial hours entry is automatically set at the point of call in but can be manually updated to account for hours that are known but not yet entered into the Temps Plus system. If you edit the number of hours for a sign-in, the edited number of hours will remain as long as the sign-in remains.

The hours display can be especially useful in the daily pay environment in order to track when a worker is about to reach an overtime status.

The time the worker was signed in is also displayed. If you position your cursor over the time, a popup showing the date will also appear.



Edit – This item provides the normal “cut, paste, copy, delete” Windows functions within the War Board interface.

Place – This option works in much the same way as the “Place” button works from the order screen in the standard Temps Plus interface but is also designed for batch operations. It will initiate the placement of the selected record(s) or the current record if no records have been selected. See more about using batch placement features in the next section.

Notes – This will load the Applicant Notes screen beginning at the current record. All records that appear in the Who’s Here grid are in the recordset of notes. As you move through the notes records, the current record in the Who’s Here grid stays in synch.

Applicant Record(s) - This option will take you to the standard Temps Plus Applicant form, starting at the current record. All the applicants that are displayed in the grid will be available in the recordset of the Applicants form and as you move from applicant to applicant in the Applicants form, the current record of the Who’s Here grid will stay in synch.

Sign Out – This option removes the current record from the Who’s Here grid – deleting them from the DailySignIn table as if they had never signed in. It provides a quick mechanism for cleaning up errors in signing in the wrong employee.

Print Grid – This option works the same way it works for all the other grids in the standard Temps Plus interface. It presents a report (in preview mode) based on the current grid layout and content.

Select All Records - This option automatically selects all records, without having to do so with your mouse.

Report Selected Record(s) – This option will bring up a list of reports using the information you setup in the “File, Configure ‘Selected Records’ Reports” option. When you run a report from this menu, selection criteria will be imposed that limits the report to the records selected or the current record if no records are selected.

Making Batch Placements

When you select multiple records from the “Who’s Here” grid and select “Place” from the Action menu, or double click on the Who’s Here grid, you initiate a batch placement operation. This does not automatically place all records on the current job but it does the following:

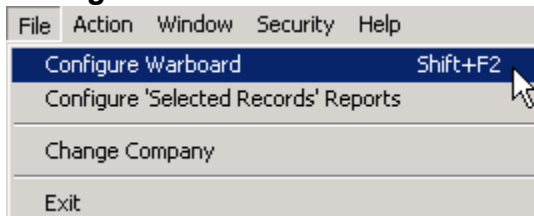
1. A check is done to ensure that all selected records have employee records. An attempt will be made to create a new employee record for any applicants that do not yet have an employee record. If the attempt fails for any reason (bad SS Number, DNR, etc), the error will be tracked and the next selected record will be processed.
2. The customer is tested for a Suspend Service Status and of course, if the customer is under suspension, no placements are made.

3. The selected applicant records are tested for an active placement on the selected job. If any of the applicants already have an active placement it is assumed that you want to close the active placements and place the remainder of the records. You will be prompted about whether or not you are expecting a final time card. You can choose yes, no or cancel. If you cancel, the batch operation is halted. If you choose yes or no, the placements are closed appropriately and the batch operation continues with step 4.
4. The remainder of the selected records from the Who's Here grid are tested for a 'normal' closed placement at the current job. Again, if found, you will be prompted about whether you want to reactivate the closed placements and you will be given the opportunity to respond yes or no, or cancel the operation. If you cancel, the batch operation terminates. Otherwise, the operation is performed if you choose yes, and the batch process continues to step 5.
5. The standard placement form is then opened for the current order and automatically enters insertion mode where a Work Code is prompted for. When the work code is entered the defaults are established for the first employee in the batch. All the employees in the batch operation appear in the Search Results grid. When you save the first placement, you are asked if you want to assign the remainder of the employees at the same work code, pay and bill rate. If you say yes, the rest of the employees are assigned and the batch operation is completed. If you say no, you can still place from the search results grid just as in standard Temps Plus. Either way, you can always edit the placements via standard Temps Plus techniques.
6. Any errors and/or problems encountered during the batch operation are displayed in a message at the end of the process. Typically this might involve a selected employee having an inactive or terminated status or a DNR for the selected customer.

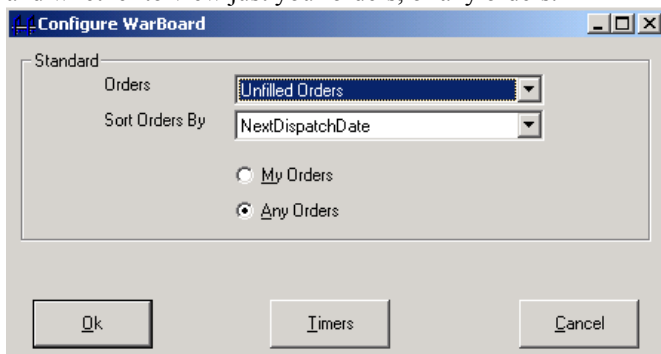
Menu Bar Selections

File

Configure Warboard



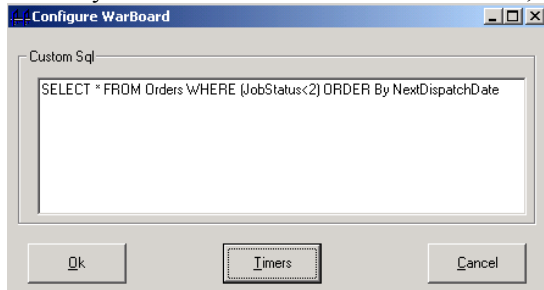
Choosing “Configure Warboard” brings up a screen where you can choose from several selection criteria, a sort order, and whether to view just your orders, or any orders.



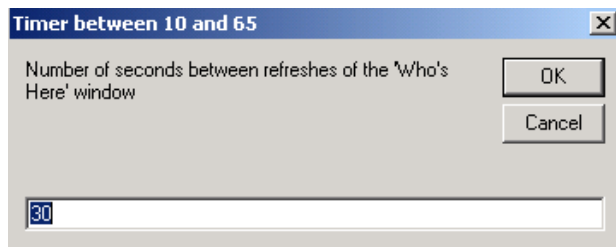
You have several “standard” selection criteria for viewing orders on the War Board screen:

- Orders Needing Dispatching Today
- Orders Needing Dispatching From Today On
- Unfilled Orders
- Open Orders
- Orders (Open and Closed)

You may also choose "Custom" selection criteria, at which point you will be prompted to enter a query to use.



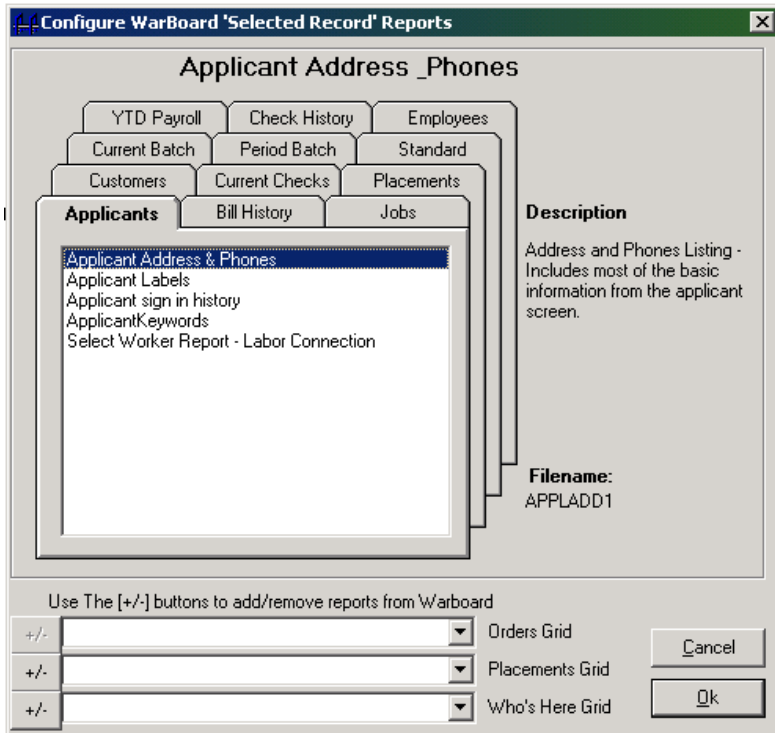
Choosing the "Timers" button, presents 2 dialog screens where you can set the interval for automatic updates to the "Who's Here" grid and for refreshing the status of Orders in the Orders grid. Setting an interval that is unnecessarily low will cause unnecessary network traffic. 30 to 45 seconds should be adequate in most environments. This is useful when multiple workstations are signing in employees and/or placing employees on orders.



Configure 'Selected Records' Reports



Choosing the "Configure 'Selected Records' Reports presents a screen on which you may configure which reports are listed when the "Report Selected Record(s)" item is selected for the Order, Placements, or Who's Here window.



To place a report on the list, highlight the report from the list of reports at the top of the screen (the Reports Library form), and press the “+” key for the desired window (grid). Your selected report will now show in the appropriate grid’s drop down box. Pressing the “-” key for a displayed report in the drop down box will remove the report from the list. You can also double click on a selected report in the list and it will be added (or removed if already added) to all grids, which it can be placed in. As you navigate the reports in the list boxes, the combo boxes will go blank if the highlighted report is not currently selected – or the title of the report will appear in the combo box if it has already been added. You can review the selected reports for each grid by selecting items from the individual combo boxes. As you select an item in the combo box, the tab and report information will automatically change to display the detailed information about the report.

When you have selected all reports that you want to use in WarBoard, press the OK button to save the changes and WarBoard will restart. To cancel changes made to the reports, simply press the Cancel button. WarBoard will restart without implementing your changes.

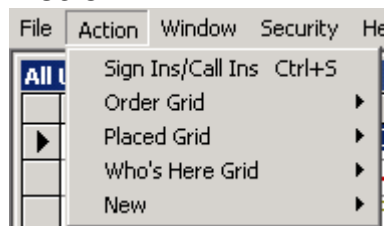
Change Company

This selection allows you to change to a different company code.

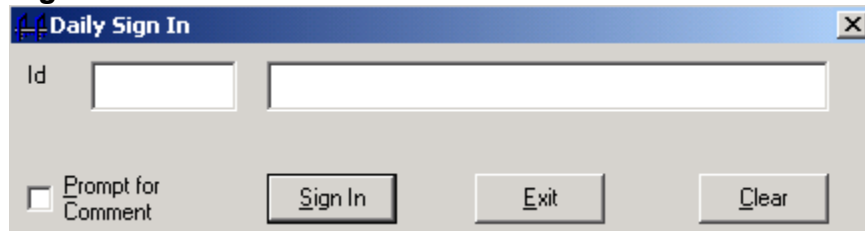
Exit

This selection exits the War Board application

Action



Sign Ins/Call Ins



Choosing the “Sign Ins/Call Ins” selection presents a data entry screen that allows you to enter applicants you wish to appear in the Who’s Here window. You may use the normal Temps Plus browsing options in the “Id” field. There is also a check box that will prompt you for a comment line (that also appears in the Who’s Here window). As a reminder, comments can be made and or changed directly in the Who’s Here grid at any time.

“Sign-Ins” appear in the Who’s Here window based on their placement status and when they were signed in -- with the earliest unplaced employees showing at the top of the list followed by the earliest unplaced applicants (not hired yet), followed by placed employees. You have no control over the order in the sign in grid but you can print a ‘selected records’ report that orders them in any way you please.

If you select an applicant that has already been signed in, you will be asked if you want to remove the applicant record from the signed in list – this is how you would handle signing in the wrong person. Removing someone from the sign-in list does not affect any placements or any other data for that applicant.

To do a time-sensitive purging of the sign-ins, choose the “Clear” button. You will be prompted for the minimum number of hours to use when removing old sign-ins with the default being 24. Anyone whose sign in record is older than the number of hours specified will be removed from the sign-ins table and into the HistorySignIn table.

The HistorySignIn table is available for historical reporting of sign-ins. This data is available through the Temps Plus query window or by using a Crystal report to report on the data contained therein. A sample report is available on the BridgewaterGold website. If you want to make the report available in the Who’s Here grid or the Placements Grid of WarBoard, simply install the report and then use the “Configure ‘Selected Records’ Reports” option of WarBoard to add it to WarBoard.

Order Grid, Placed Grid, Who’s Here Grid

See the “War Board Interface” section for these items. Choosing these selections is an alternative to right clicking on the appropriate window for each grid type.

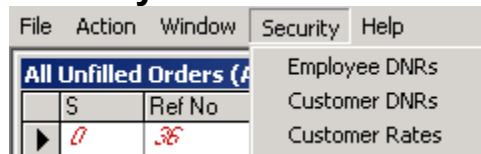
New

This selection allows you to bring up the blank standard Temps Plus form to enter a new Applicant, Customer, Job Order, or Work Code.

Window

This selection lists any active windows. You may select one of the active windows to make it visible on your screen, if it isn’t already visible. Because the 3 main grids are designed to take up the entire screen, forms can sometimes get pushed to the background – behind the grids. You can select specific windows, or you can use the “Bring To Front” option to bring any forms that are underneath the grids into the foreground.

Security



These options are shown under a heading of “Security” because they carry the same security information as in Temps Plus and they control the appearance of certain buttons on Placement and Employee Maintenance forms. If a user is blocked from using Employee DNRs they will not see this menu option nor will the DNR button appear on the Employee Maintenance form. Likewise, if you block a user from setting Customer DNRs, this menu option will not appear and the DNR button will not appear on the Placements screens. If you have blocked a user from modifying

Customer Rates, this menu option will also be suppressed and the user will not be able to override the pay/bill/workcode information set up for a given customer when making placements.