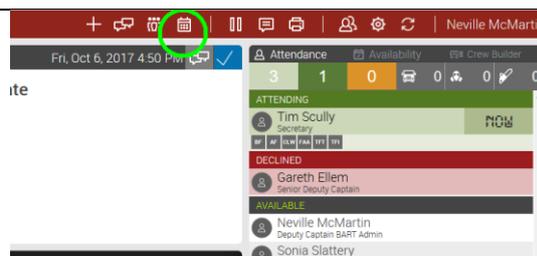# Setting Availability for non-Smartphone Users

Your 'Availability' can be set via the BART Dashboard web page regardless of whether you have a Smartphone or not. The Dashboard is intended for busy fire stations but can be used by individual members to set their availability. You will need a PC, laptop or large tablet. The screen does not scale well to a 7" tablet or phone screen.

In your browser go to https://bart.emerg.com.au/dashboard/

Enter your mobile number and BART password to log in.

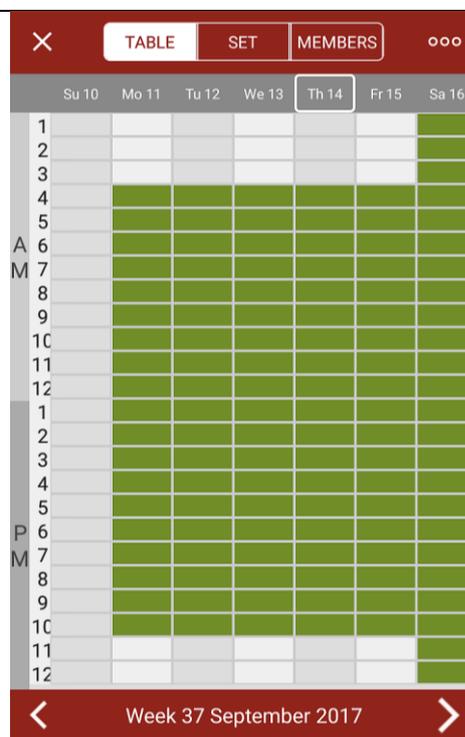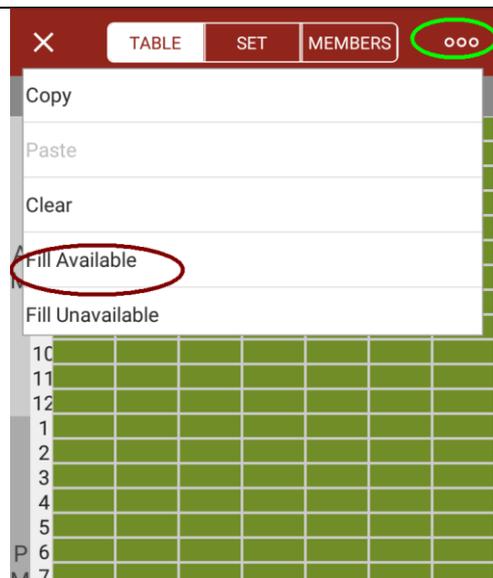|	
Once the dashboard is open, click on the Roster icon along the top of the screen (circled in green in the example on the right)	
Looking across the top, you have three views, TABLE is where you set your weekly availability by running your mouse over the cells. SET is an alternative method of setting your availability. MEMBERS is where you can view other members availability for that day. The three circles ooo in the top right corner displays a sub menu with additional actions., **Setting Availability** To set your availability, choose the day/hour and click on the cell, the cell will turn **Green**, this indicates that you are immediately available. If you click the same cell again it will turn **Red** meaning not available, clicking again will turn the cell **Purple** meaning available but not immediate while another click will bring it back to White, meaning not allocated. There is no 'Save' button. You can run your mouse cursor down a column or across rows which will change all the swiped cells in one action.	

Setting a Whole Week
To set a whole week, click on the three circles in the top right corner and choose 'Fill Available'

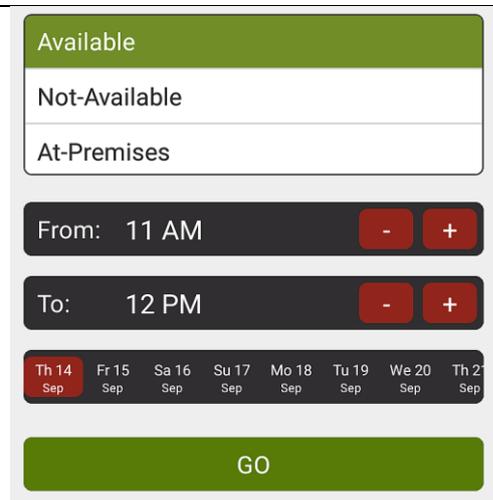This allows you to fill a whole week and then modify certain times when Not Available or vice versa.

Click the 'X' in the top left corner to return to the main dashboard page.

| ✕ | TABLE | SET | MEMBERS | ooo |

Copy

Paste

Clear

Fill Available

Fill Unavailable

10
11
12
1
2
3
4
5
P 6
M 7

The Set view allows you an alternative method to set availability.

The 'At-Premises' sets the Purple colour.

Choose the day and times, tap one of the three availability choices, then tap 'GO'

Available

Not-Available

At-Premises

From: 11 AM   - +

To: 12 PM   - +

| Th 14 Sep | Fr 15 Sep | Sa 16 Sep | Su 17 Sep | Mo 18 Sep | Tu 19 Sep | We 20 Sep | Th 2? Sep |

GO

Dashboard Icons

Pause update

Print pager message

New Broadcast

Opens Teams

Settings

Dashboard + 🗫 🎲 📅 | ❚❚ 💬 🖨 | 👥 ⚙ ⟳ |

Chat/Discussions

Roster

Play pager message

Opens Groups

Refresh