# Quick Start Guide to DutyMan

DutyMan is the software that we'll be using for administering club duties, and although it's new to the Royal Forth Yacht Club, it's fairly widely used by other sailing clubs to maintain their duty rosters.

Although DutyMan may look a bit daunting when you first log on, it's actually very simple to use. The online help is excellent, and the DutyMan website has a number of videos explaining certain features at http://dutyman.biz/keyfeatures.aspx

This Quick Start Guide is based on the Online Help which can be accessed from the 'How do I …' menu item when you log in.

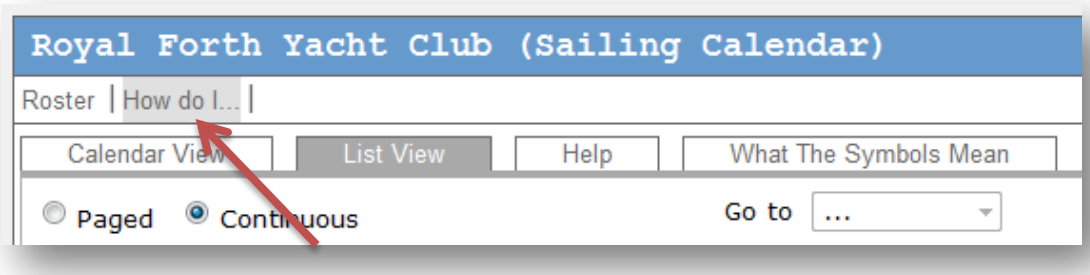


Fig. 1 – Accessing Online Help

It might be helpful if you printed this document so that you don't have to switch between the DutyMan application and the online help when you first start using it.

## Logging In

Before you can do anything in DutyMan you need to log in. This is so that DutyMan knows who you are, and so it can show you information about your own duties and help you request duty swaps.

You have been sent a welcome email containing your DutyMan log in name and password. Please check your SPAM folder if you can't see this email. The sender of the email is 'DutyMan on behalf of Royal Forth Yacht Club' (or it may show as 'donotreply@dutyman.biz').

If you do not have this email, click the 'Yes, please...' button in the **Need a log in reminder?** Box (Fig. 2), then follow the on-screen instructions.

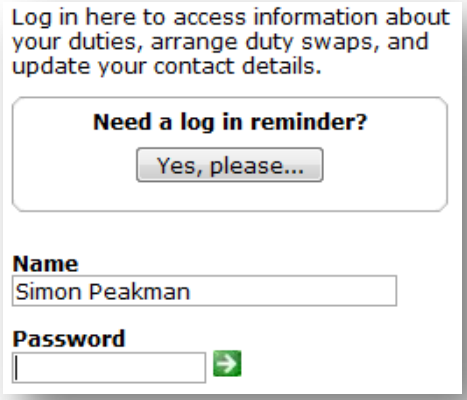


Fig. 2 – Log in Reminder

**To log in:**

EITHER:

Click on the link in the email that you were sent, enter your password into the Password box, and then click .

OR:

1. To find the Royal Forth Yacht Club Sailing Calendar click go to the following page: http://www.dutyman.biz/linkfinder.aspx

   Click on the 'Find Your Duty Roster' button on the left hand side of the screen, enter 'Royal Forth' (without the quotes!) into the text box and click on the 'Search Button'. Then follow the on screen instructions.

2. In the right-hand panel type your DutyMan log in name from the welcome email, into the Name box

3. Type your DutyMan password into the Password box and Click

NOTE: Your Password is case sensitive (but your user name is not)

Once you've logged in you may see that parts of the roster are highlighted in RED. Highlighting in red indicates when you have a duty;

- In calendar view if a month is highlighted this means that you have a duty in that month;

- if a date is highlighted then you have a duty on that date;
- if an event is highlighted then you have a duty in that event.

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## The Duty Roster

The information shown in the Calendar View and List View is exactly the same; they differ only in the way this information is presented.

*Calendar View* shows the months covered by the current duty roster in the left-hand panel. The centre panel shows the duties for the currently selected month, date or event.

*List View* displays the roster as a sequential list of duties in chronological order either as a continuous list or split into pages of approximately 30 duties.

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## Confirming Duties

To confirm all your duties, use the Confirm tab in the right-hand panel of the roster page (Fig 3) and follow the onscreen instructions:

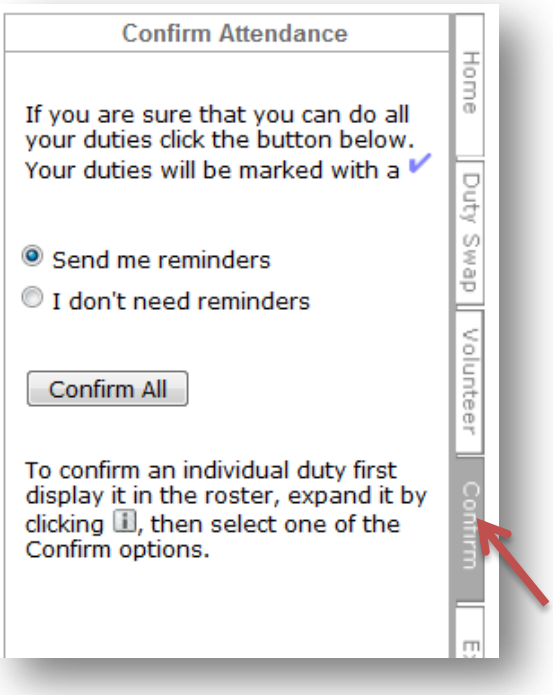


Fig. 3 – Confirm all Duties

To confirm an individual duty find the duty that you want to confirm in either the calendar or the list, and expand your duty by clicking on the adjacent ⓘ

Choose either 'Confirmed; no reminders' if you do not need reminding, or 'Confirmed; send reminders' to continue to receive reminders by email (see Fig.4)

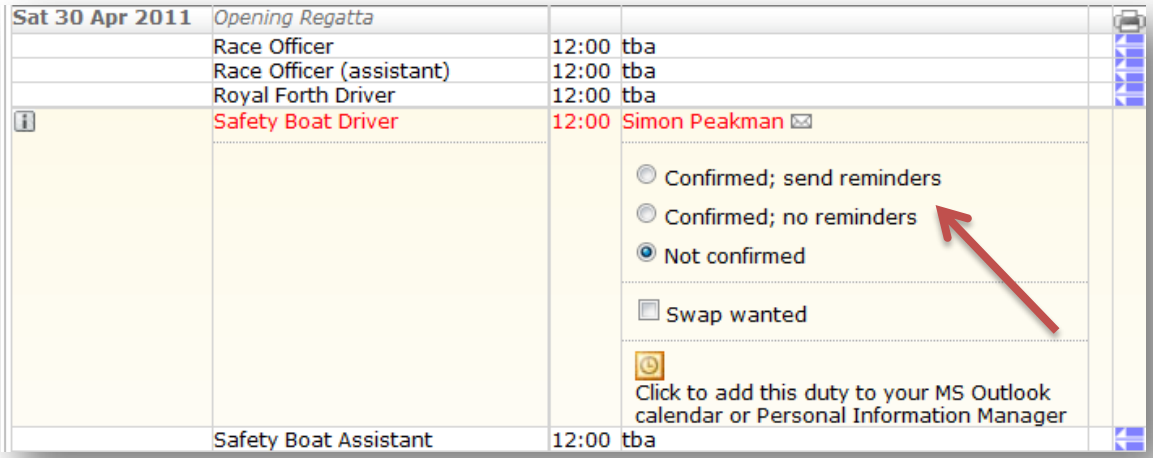


Fig. 4 – Confirm Individual Duty

Note that you can also request a swap for a duty from here – more on that below though.

You can print all your duties, or export them to an iCal format file by selecting the Export tab in the right-hand panel of the roster page.

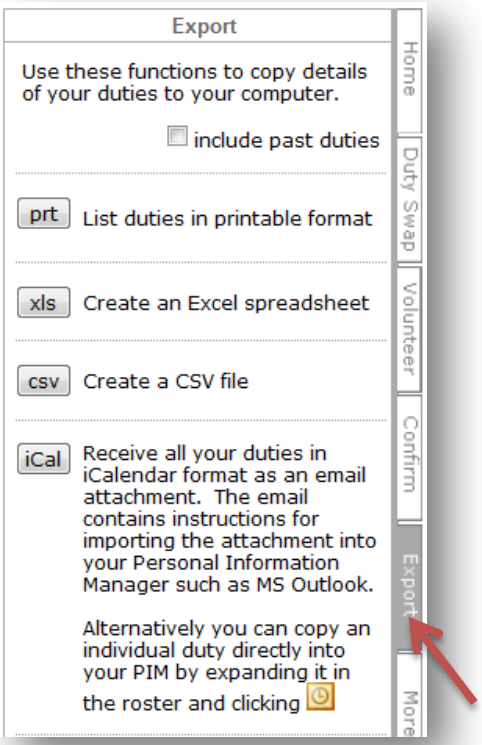


Fig. 5 – Printing or Exporting Your Duties

Full instructions are provided on screen, or in the email generated.

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## Volunteering for Duties

This is the part we really want you to read! To see what duties require volunteers open the roster in either List or Calendar view. Any duty that doesn't have someone allocated will be marked in the right hand column with one of the following symbols:

EITHER:

Unallocated duty

OR:

Swap required

To volunteer for a duty the Volunteer tab in the right-hand panel of the roster page and follow the on-screen instructions

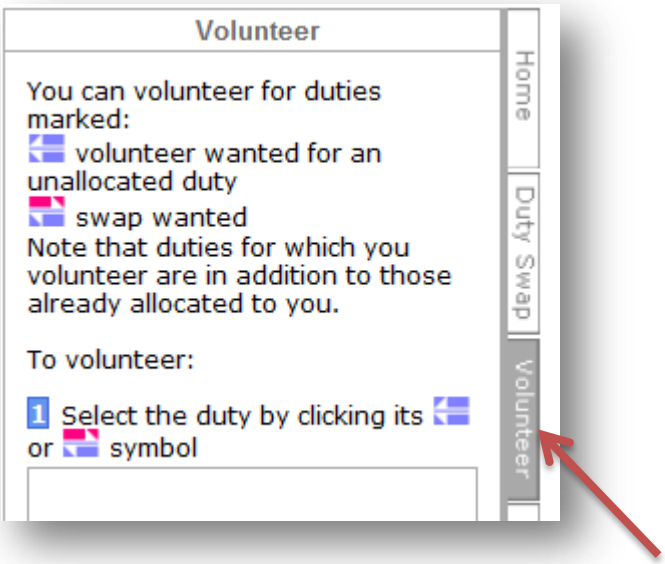


Fig. 6 – Volunteers Urgently Required!

## Swapping Duties

If you've been allocated a duty, and you cannot perform that duty, then you will need to find someone to swap with or to do the duty for you.

To swap a duty, select the Duty Swap tab in the right-hand panel of the roster page and follow the on-screen instructions.

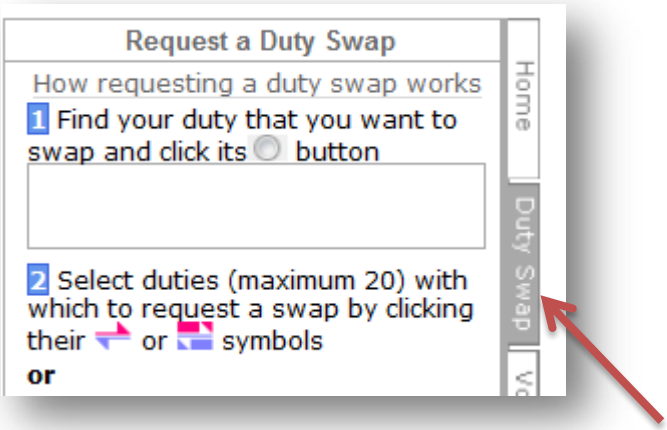


Fig. 7 – Requesting a Duty Swap

You can select multiple candidates for a swap request. If you tick the 'Mail me a summary' box (fig 8) before submitting your swap requests, DutyMan emails you details of your swap request, including the names and dates of people with whom you have requested a duty swap. Alternatively the Activity Log also lists your swap requests.

Fig. 8 – Keeping track of your swap requests

You can also add a message to swap requests if you wish.

NOTE that if you receive a swap request, and you're happy to do the duty but don't want to swap, simply VOLUNTEER for the duty (see above and Fig. 6)

## Finally …

If you have any problems please don't contact the Club office – you can either contact Simon Peakman at simon.peakman@blueyonder.co.uk or Sarah Robertson on sarahrobdob@blueyonder.co.uk for help. Alternatively give us a call on the numbers in the Club Handbook.