



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.

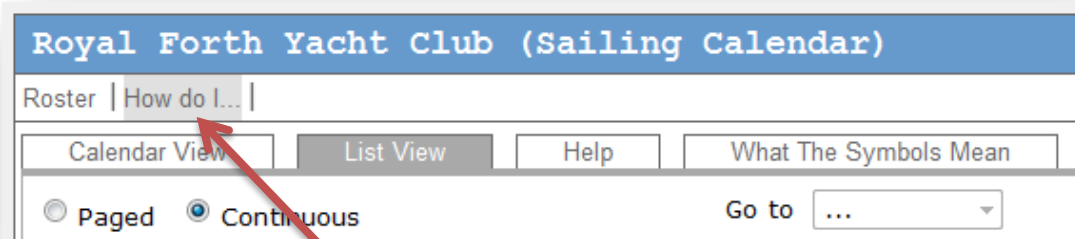


Fig. 1 – Accessing Online Help

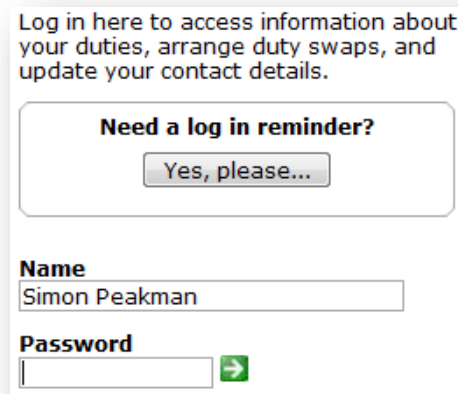
It might be helpful if you printed this document so that you don't have to switch between the DutyMan application and the online help when you first start using it.

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.



Log in here to access information about your duties, arrange duty swaps, and update your contact details.

Need a log in reminder?

Yes, please...

Name
Simon Peakman



Password 

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**.

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.

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:

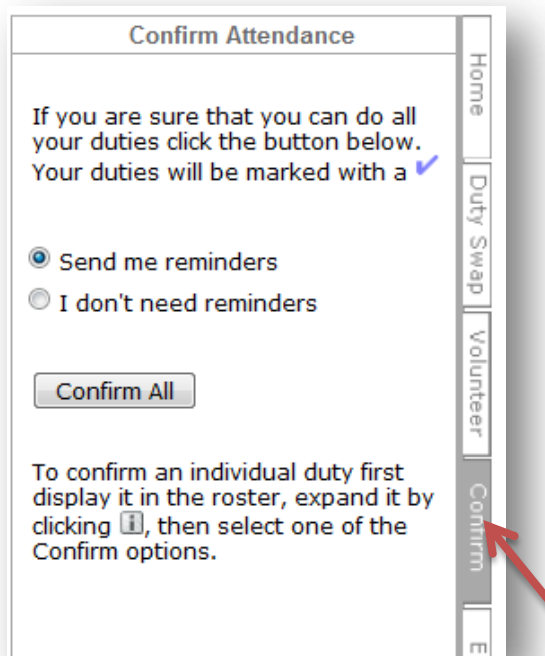


Fig. 3 – Confirm all Duties

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 **i**

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)


Sat 30 Apr 2011		Opening Regatta	
	Race Officer	12:00	tba
	Race Officer (assistant)	12:00	tba
	Royal Forth Driver	12:00	tba
i	Safety Boat Driver	12:00	Simon Peakman ☒
	<input type="radio"/> Confirmed; send reminders <input type="radio"/> Confirmed; no reminders <input checked="" type="radio"/> Not confirmed <input type="checkbox"/> Swap wanted  Click to add this duty to your MS Outlook calendar or Personal Information Manager		
	Safety Boat Assistant	12:00	tba

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.

Export

Use these functions to copy details of your duties to your computer.


include past duties

List duties in printable format

Create an Excel spreadsheet

Create a CSV file

Receive all your duties in iCalendar format as an email attachment. The email contains instructions for importing the attachment into your Personal Information Manager such as MS Outlook.

Alternatively you can copy an individual duty directly into your PIM by expanding it in the roster and clicking 

Home
 Duty Swap
 Volunteer
 Confirm
Export
 More

Fig. 5 – Printing or Exporting Your Duties

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

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

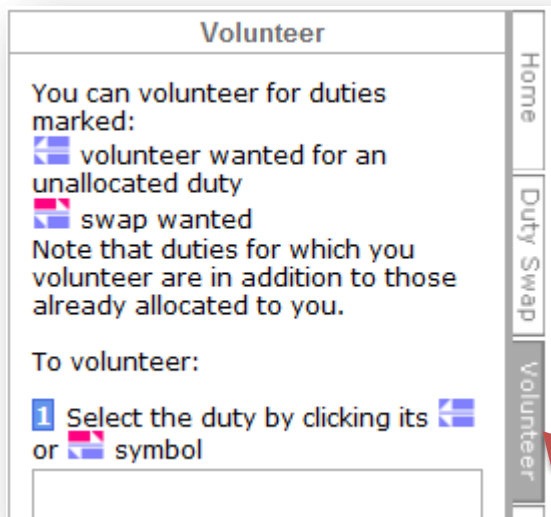


Fig. 6 – Volunteers Urgently Required!

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.

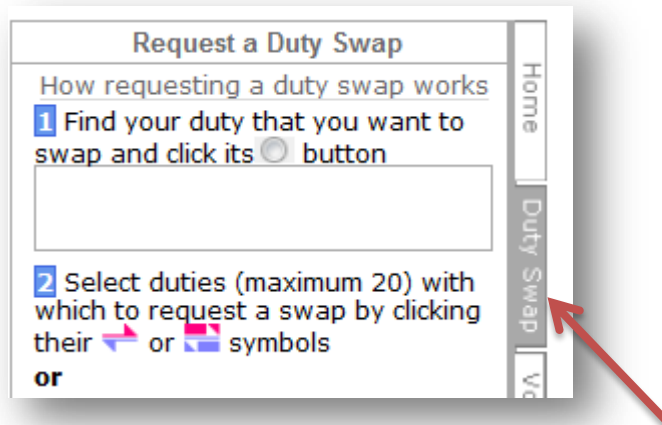


Fig. 7 – Requesting a Duty Swap

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.

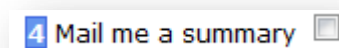


Fig. 8 – Keeping track of your swap requests

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.