

## **Cargotester.com Personnel Features**

### Facility User Accounts As Personnel

The Cargotester.com application relies heavily on the concept of user accounts, which perform several functions. The primary function is to allow account holders to log in through the Internet. Since personnel information is stored with user accounts, they can also serve as a personnel database. There is a user account type called *staff* that has no log-in privileges but acts strictly like a personnel database.

### Job Assignments for Personnel

The system can track the assignments of personnel on a job-by-job basis. After a job has been nominated, the dispatching feature can be used. One selects the staff and their assignments for a job. They can even be scheduled to appear at, or visit one or more of the facilities party to the job. That is, they can be scheduled to visit a client site or job site location by selecting the site and the times for the visit, and are not limited to one site or one time. The system has a data entry field in the user account table for job title, and a standard job description field for personnel assignments to jobs, but the two fields are unrelated in the database. Therefore, any user account is free to have any assignment for a job, and the assignment can change from job to job.

### Text Messaging

After assigning them to a job, a text message can be sent to the worker's cell phone provided that it has text messaging capabilities. The message will include a brief description of the job and the locations, dates and times of any site visits. The e-mail address of the worker's text messaging option must be in the system for the feature to work. Most phone companies limit the length of text messages to less than 120 characters.

### Assignment Calendar Views

There are two calendar views for reviewing job assignments. The main calendar view, under *Scheduling*, is for users to check their own assignments. There are several different options on the main calendar, showing the jobs, locations and other key bits of assignment information for the employee. The *alternate calendar* view is for management to monitor the personnel assignments already made and avoid scheduling problems. The alternate calendar view is in tabular form rather than in calendar form and has drill-down options for retrieving more information.

### Limiting Access to Job Features and Data Based on Job Assignment Type

There are cases where it may be better to assign personnel to a job with a specific assignment type so as to limit or increase their data entry and retrieval options within the job. Contact your Cargotrader, Inc. customer support representative for more on this option.

### Copying Assignments and Assigning Personnel for Other Job Parties

Job copying and job templates can repeat job assignments for personnel, and job nominators can briefly select the personnel for other job parties.