Chapter 3

The StatusBoard Screen

Objectives

- **Finding the Location and Time/Date field**
- **Using the application menu: Home, Help and Admin**
- **Learning what the tabs are for and how to use them**
- **Identifying the features menu and content parts of the screen**
- **Knowing when there is “New Data Available” and how to access it**
- **Understanding what makes up the content: Resource Name, Current Owner, Current Status, Current Administration Notes, Edit, Calendar Schedule, and Quick Schedule**
- **Logging off**

Chapter Overview

The StatusBoard screen is where you will spend most of your time in this program, which is why it is also called the "Home" screen.

From this screen, you can view statuses of any talkgroups or channels on the system. You can learn at a glance whether a specific talkgroup is in use or available, and you can leave notes regarding any reservation you have made.

You can also access the calendar function from this screen, and you will always log off from this screen as well.

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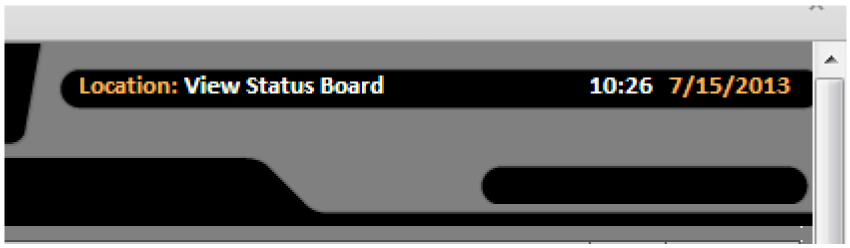
In the upper right corner, you will find the Location, Time and Date field.



- You will spend most of your time in StatusBoard 2.0 in the “View Status Board” location.

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Note: You may be used to the older version of StatusBoard, which you
accessed by selecting the small “Standby” field, shown below. This
will no longer be available. You will likely access StatusBoard 2.0
using a shortcut icon on your desk top, like most other programs you
use on a daily basis.
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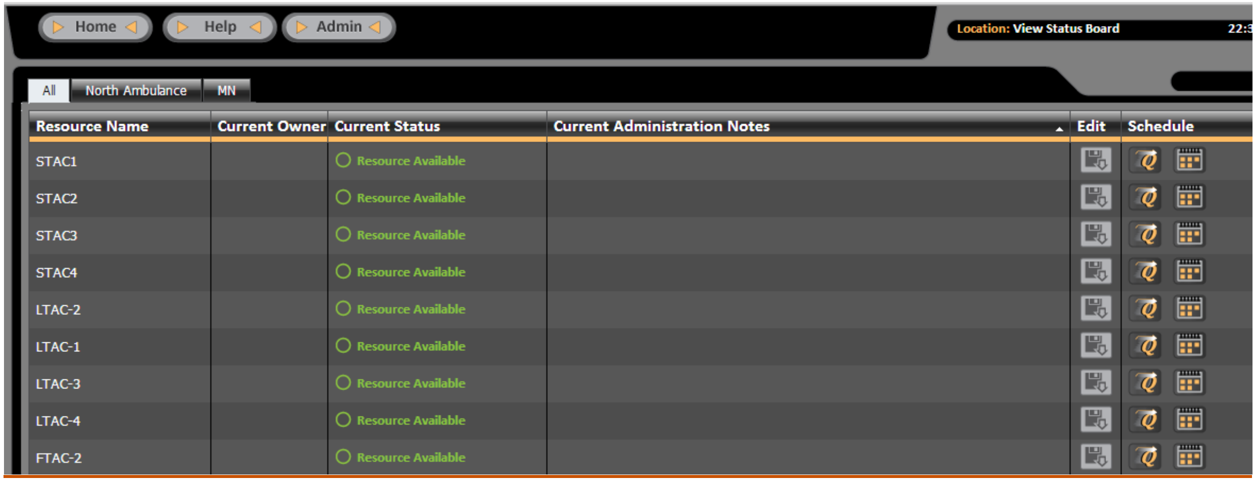
In the upper left corner, you'll find the application menus: "Home" and "Help." If you are an administrator or manager, you should also see the "Admin" menu.

- **Home** will return you to the StatusBoard Screen from anywhere in StatusBoard 2.0.

- **Help** includes a link to StatusBoard 2.0 training video.

- **Admin** includes several options for administrators, which will be covered in chapters 5-8 of this manual.

Below the Location field and application menus you will find the body of the Status Board, including the features menu (the tabs) and the content (resource names, resource owners, etc.):



1 StatusBoard screen

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Note: The tabs in this example are All, North Ambulance, and MN, but
the tabs in your view will likely be completely different, depending
on where you work and your user profile.
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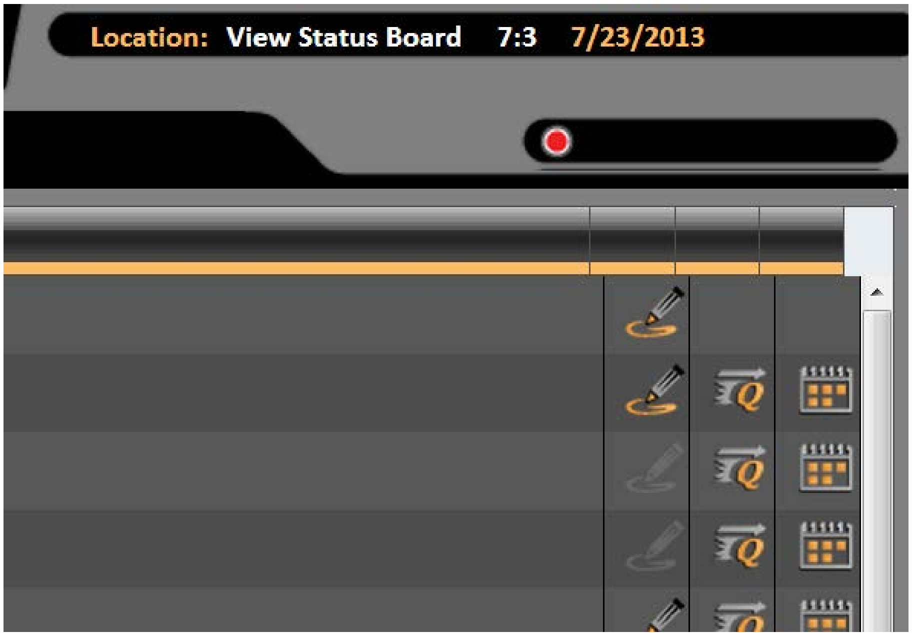
Using the "New Data Available" feature:

- Look to the upper right corner of your screen.



- If the **red circle** is visible, you are being alerted that there is new data available.

- This may mean that:

    - A tab has been added to or deleted from your profile. *(If so, clicking the red circle will refresh the whole page.)*

    - The status of a resource you can see has changed. *(If so, clicking the red circle will refresh the content.)*

    - A new resource tab has been added. *(If so, clicking the red circle will refresh the content.*

- Remember to check for "New Data Available" frequently, and especially before deciding what resource to reserve.

Examine the tabs on your StatusBoard screen:

- **Tabs** provide quick access to resources by category. *(For simplicity, let's refer to "talkgroups and channels" as "**resources**" from now on.)*

- The **All** tab lists all resources available on the system in alphabetical order.

- Tabs are used to group resources together for whatever specific purposes your communications center may need, and can be different for every user.

    - For example, the **North Ambulance** tab lists specific resources owned by North Ambulance.

    - The **MN** tab lists statewide mutual aid resources.

- Your managers will determine the tabs in your StatusBoard screen view and what resources are listed within them.

Below the tabs, find these headings:

Resource name	The name of the resource.
Current owner	The name of the system user who has reserved the resource. This field is blank when the resource is available.
Current status	Tells you the status of the corresponding resource. This will either read “Resource Available” with a green circle icon if the resource is free, “Resource in use” with a red lightning-bolt icon if the resource is currently scheduled, or “Resource Reserved” to advise that the resource is reserved within a window that will conflict with a quick schedule.
Current administration notes	This field is for any notes that pertain to the status of the resource, if it is in use. When it is no longer in use, the notes will no longer be visible.
Edit	You can make edits to reservations you by clicking on edit icon that corresponds to the resource you have reserved.
Schedule	You can reserve resources using either “Calendar Schedule” or “Quick Schedule” depending on whether you need the resource right away or in the future.

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NOTE: “Current Status” doesn’t tell you whether that resource has been
reserved in the future, unless there is a potential conflict with a
quick schedule, in which case this field will read “Resource
Reserved.” That information will be in the scheduling calendar, which
is covered in Chapter 4.
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At the lower left corner of the StatusBoard screen, find the Sign Off option.

- This field will tell you what user is logged in to this session.
- Simply select sign out in order to log off.
- *Always remember to log off!* The system will not “time out” or log you off automatically.

Chapter Summary

- **Most of your time in StatusBoard 2.0 will be spent on the View StatusBoard screen.**
- **The application menu includes a "Home" option to return, a "Help" option, and an "Admin" option if you are a manager or administrator.**
- **The date, time, screen location, user name and sign out functions can be found on the View StatusBoard screen.**
- **The features menu on this screen is the collection of profile tabs, while the content refers to the resource names, resources users, etc.**
- **The "New Data Available" feature alerts you when there are changes to your profile tabs, changes to resource availability, and if new resources have been added.**
- **Tabs are used to group resources according to zones or categories, and will vary from user to user and from communications center to communications center.**
- **The View StatusBoard screen is where you can view any or all resources, find out whether they are in use currently, and view notes related to those statuses.**
- **The View StatusBoard screen is where you will find "Quick Reserve" to reserve a resource right away or link to the "Calendar Reserve" to reserve a resource for the future.**