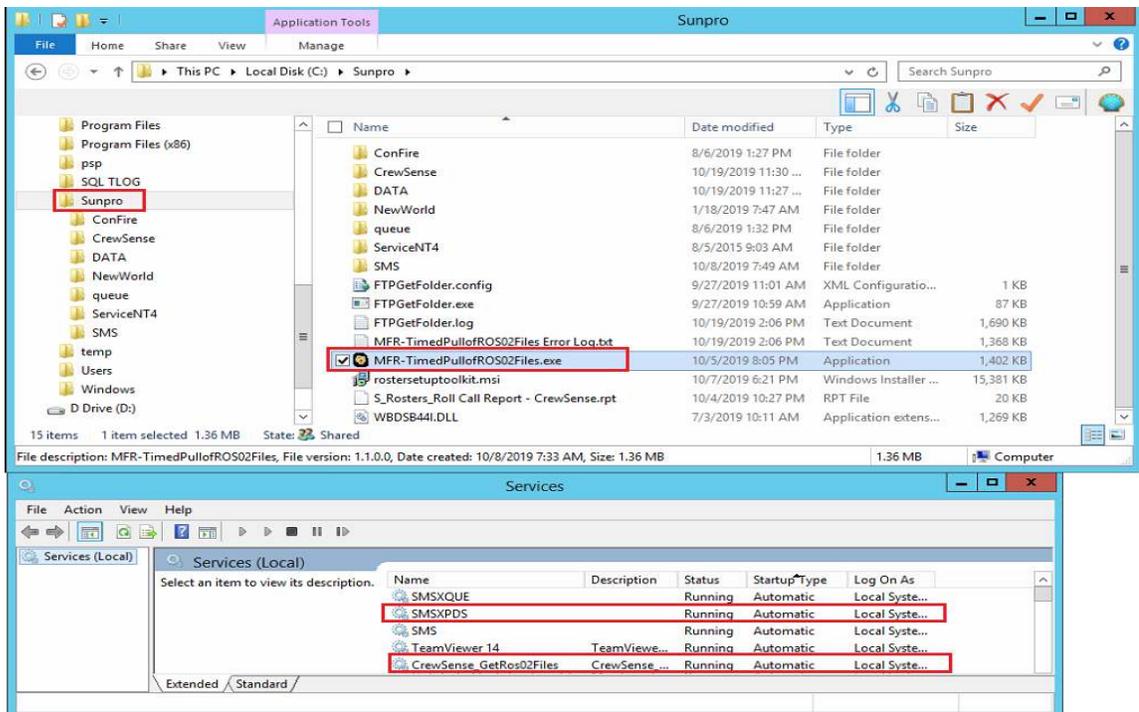


# Functionality of MFR CrewSense Roster Integration

- **Assuring that the Data Feed is functioning correctly:**

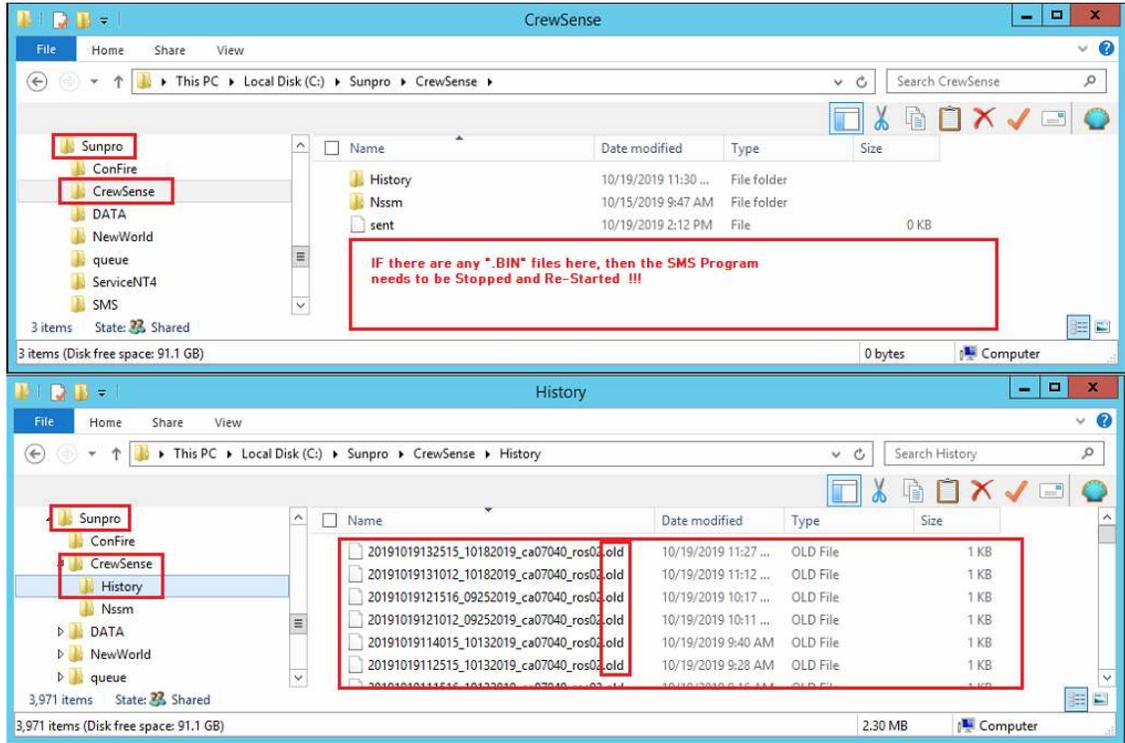
The “ROS02.BIN” file Data Feed from CrewSense should function as described below. If it does not, please look through this explanation to determine at what point the “data flow” may have stopped and take the appropriate action described for that problem.

1. Within 15 minutes of data being entered or changed in the CrewSense Program, an “API Call” will be automatically initiated by the **MFR CrewSense Roster Integration** program.
  - a. This program relies on the CrewSense “Assignments” being **correctly MAPPED** to the FireRMS “Department Structure” using the User Interface provided in your “My Fire Rules- CrewSense User area”  
**There MUST be a “one – to – one” relationship mapped from ONLY ONE Assignment in CrewSense -> TO ONLY ONE Apparatus (or FireRMS Location)**
    - i. If data is being updated in Roster BUT there is a Unit missing in Roster, this is the area that needs to be verified.
  - b. Also, “Personnel RANKS” are taken from the “Rank defined in the FireRMS Personnel area”. IF an employee’s RANK is incorrect, it needs to be updated in the FireRMS Personnel area.
2. At the end of the “API Call” (which takes less than a minute), a “ROS02.BIN” file is created for EACH “Roster Day” where there have been changes noted (and ONLY for those “Roster Days” that have changes). Those files are placed into a “customer FTP Folder” on our webserver.
3. Next, the process is driven by Programs and Services that reside on your Server. First, a program named “**MFR-TimedPulloffROS02Files.exe**” that should reside in the “C:\Sunpro\” directory. This program is made into a “Service” named “**CrewSense\_GetRos02Files**”. This service is set to run every 3 minutes and automatically retrieve the “ROS02.BIN” files that are in your “customer FTP Folder” on our webserver (if there are any there).



## Functionality of MFR CrewSense Roster Integration

- a. These files will be transferred into the “CrewSense” folder (shown below). These “ROS02.BIN” files should only be in this folder for a minute before they start being consumed by the SMS-XPDS process and renamed to “.old”. These “.old” files will automatically be moved into a “\History\” sub-folder the next time that the “MFR-TimedPulofROS02Files.exe” (running as the “CrewSense\_GetRos02Files” Service) fetches the next set of “ROS02.BIN” files.



- i. As the picture says, if there are any “.BIN” files that remain in the “CrewSense” Folder, then the SMS Program/Service needs to be “Stopped & Re-Started”.
  - ii. If there are no “.old” files in the “History” Folder that have a DateTime-Stamp corresponding to the timeframe that the CHANGE was made in CrewSense, PLEASE IMMEDIATELY Send an Email to [Adminstrator@MyFireRules.net](mailto:Adminstrator@MyFireRules.net) and notify us of this problem!
4. Finally, if there are any other anomalies or abnormalities with the Data Feed, please detail the problem with **pictures of both your CrewSense Screen and your Roster Screen and explain what you are expecting to see.**

Note:

This is what the “Assignment” to “Location” mapping looks like:

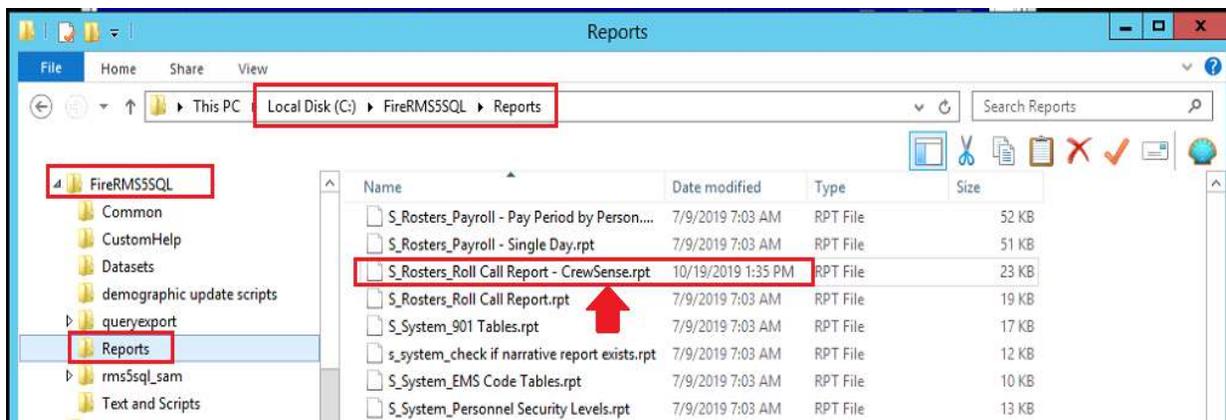
strCode	CS_UnitID	CS_Label	strDescription	strParentDesc
E165	35619	Engine 65	Engine	Station 65
E171	35617	Engine 71	Engine	Station 71
E172	35618	Engine 72	Engine	Station 72
OES 413	38496	OES 300	Engine	OES Deployed
BC71	35604	Battalion Chief 71	Chief officer car	Duty Battalion 71

## Functionality of MFR CrewSense Roster Integration

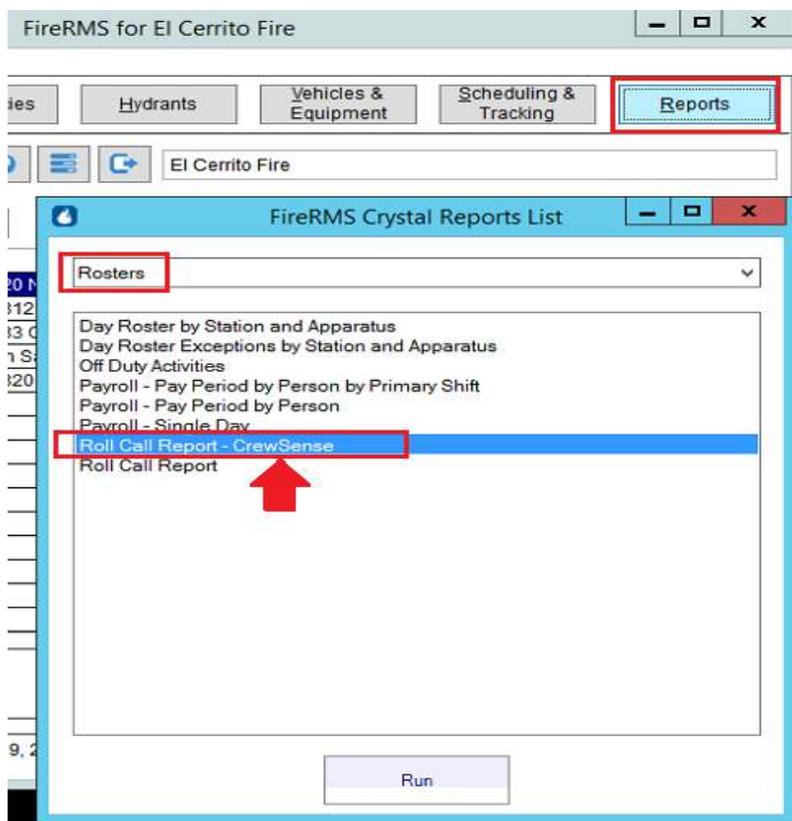
- **Running Payroll Reports:**

The regular “Roll Call Report” has been modified so that “Off Duty Personnel” will be printed on the Report, even though they are NOT Assigned to an Apparatus.

In order for the “Off Duty Personnel” to be seen in the “Roll Call Report”, you MUST use the “**Roll Call Report – CrewSense**” Report, this is the report that has been modified for the CrewSense Feed. The report MUST be copied into the “Reports Location” that FireRMS uses (typically in the “C:\firerms5sql\reports\” folder on the local computer.



Also, when you choose the Report to RUN, here is what you are looking to choose:



## Functionality of MFR CrewSense Roster Integration

And here is what the report will show:

Off Duty Personnel will usually be shown at the "Battalion Station" under an Apparatus of "none".

**Roll Call Report - CrewSense**  
 Date Range: From 10/8/2019 7:30:00AM To 10/9/2019 7:30:00AM  
 Station(s) Selected: All  
 Apparatus(s) Selected: All  
 Shift Date: 10/8/2019 7:30:00AM

Station	Apparatus	On Duty and Available	Position	Paycode	Hours	Present	Absent	Comments
Station: BC	Apparatus - BC71	Castrejon, Jose L - 557	Battalion Chief	REG	24.00	<input type="checkbox"/>	<input type="checkbox"/>	BC
Station: 65	Apparatus - E165	Yun, David M - 580	Captain Paramedic	REG	24.00	<input type="checkbox"/>	<input type="checkbox"/>	CPT P
		Hoyer-Nielsen, Rune - 558	Captain Paramedic	OT	24.00	<input type="checkbox"/>	<input type="checkbox"/>	FF P
		Wade, Thomas - 582	Engineer Paramedic	REG	24.00	<input type="checkbox"/>	<input type="checkbox"/>	ENG P
Station: 71	Apparatus - E171	Thomas, Jeffery L - 554	Captain	REG	24.00	<input type="checkbox"/>	<input type="checkbox"/>	CPT
		Michalek, Anthony - 589	Engineer	OT	24.00	<input type="checkbox"/>	<input type="checkbox"/>	ENG
		Birdsell, Adam W - 595	Firefighter Paramedic	REG	24.00	<input type="checkbox"/>	<input type="checkbox"/>	FF P
Station: 72	Apparatus - E172	Renshaw, Christopher - 579	Captain Paramedic	REG	24.00	<input type="checkbox"/>	<input type="checkbox"/>	CPT P
		Ciappara, David - 583	Captain Paramedic	OT	24.00	<input type="checkbox"/>	<input type="checkbox"/>	FF P
		Campbell, Mason - 596	Engineer Paramedic	REG	24.00	<input type="checkbox"/>	<input type="checkbox"/>	ENG FF P
Station: B1	Apparatus - None	Off Duty						
		Ermet, Candice - 566	Engineer	CTO	24.00	<input type="checkbox"/>	<input type="checkbox"/>	
		Benson, Peter - 585	Engineer Paramedic	SL	24.00	<input type="checkbox"/>	<input type="checkbox"/>	
		Lundberg, Nicholas - 593	Firefighter Paramedic	SL	24.00	<input type="checkbox"/>	<input type="checkbox"/>	

ROS005 (2.03-OS) Page 1 of 1 Printed 10/19/2019 13:53:44

- **Comments within Roster (relating them to CrewSense Notes):**

The "Notes" recorded in CrewSense are brought over into Roster into the "Comments" area. One thing to not is that the Comments field in Roster is only 120 characters. Due to this limitation, we had to make some "shorthand notation" to save space. The following are used to identify where the Comments came from in CrewSense.

- For TimeOff Comments:
  - '{UN}: ' "user\_note"
  - '{RD}: ' "request\_date" of the Time Off
  - '{AN}: ' "admin\_note" of the Time Off
  - '{AD}: ' "approval\_date" of the Time Off
  - '{TW}: ' "traded\_with" of the Time Off
- For On Duty Comments:
  - '{UAN}: ' "notes" Unit Associated Notes
  - '{HOH}: ' "hold\_over (notes)" Hold Over Notes
  - '{HOD}: ' "hold\_over\_details.note" Hold Over Details Notes
  - '{USN}: ' "notes" regular Notes

Additionally, the beginning of the Comments will contain the "Label" or "Qualifier" (or multiple of these if there are more than one) that are assigned in CrewSense to the employee on that Roster Day for that Assignment. IN CrewSense, these may either be their "Rank/Position" or the "Position on the Apparatus" that they are fulfilling or a reason for the position. There can be multiple "Labels for an Assignment".

# Functionality of MFR CrewSense Roster Integration

Below is where these Labels or Qualifiers appear in CrewSense Scheduler:

The image shows two side-by-side screenshots from the CrewSense Scheduler interface. The left screenshot is titled 'STATION 65' and shows 'Engine 65' with a '3/3' status. It lists three labels: 'CPT/P', 'ENG/P', and 'FF'. The right screenshot is titled 'STATION 62' and shows 'Quint 62' with a '2/3' status. It lists three qualifiers: 'CAPT', 'FAE', and 'FF/PM', along with an 'Open slot' labeled 'FAE'. Red boxes highlight the label and qualifier lists, and yellow boxes highlight individual items within those lists.

This screenshot shows the user assignment interface for 'Quint 62' on 'Wednesday, , 2019'. The 'WORK TYPE' is set to 'Regular Time (100) [REG]'. The 'SHIFT FROM' is 'Wed, , 2019' at '08:00' and the 'SHIFT TO' is 'Thu, , 2019' at '08:00', for a '24 hours' duration. The 'LABELS (OPTIONAL)' section is highlighted with a red box and a red arrow, showing '[CPT/P]' selected. The 'QUALIFIERS (OPTIONAL)' section is also highlighted with a red box and a red arrow, showing '[CAPT] Captain' and '[FAE] Engineer' selected. The 'NOTES (OPTIONAL)' section is empty. The 'REPEATING PATTERN' section is disabled, with 'Does not repeat' checked and a '+ Edit...' button. At the bottom, there are two buttons: 'Modify User' (green) and 'Delete user from shift' (red).