



PRC - Posting Dairy  
User Manual

For more information:

E: [diane.mcgovern@sophtlogic.com](mailto:diane.mcgovern@sophtlogic.com)

T: 01473 255552

## Posting Diary

Upon loading the Personnel menu from the Global Navigator a message will appear if there are any outstanding Posting Amendments:

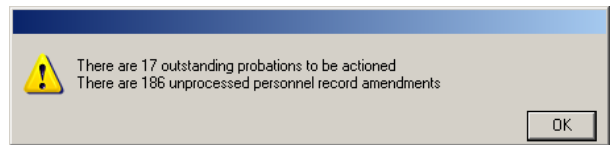
When the Load All command is used in the Postings Diary window, it will list every transaction made in the system. Although it is possible to print and circulate the memos, updates can only occur on those entries that have a date that is less than or equal to today's date.

For those Posting Amendments that are due to take place after today's date, they can only be updated on or after that date.

The updated Service History has now been alerted to the Rotas and Availability section of the system. Therefore these personnel will now display in their new posts, with new duty and watch details at the selected Locations.

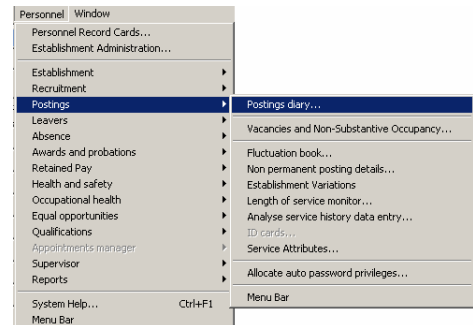
The dialog box that will pop up will look something like this

- Click onto the OK button

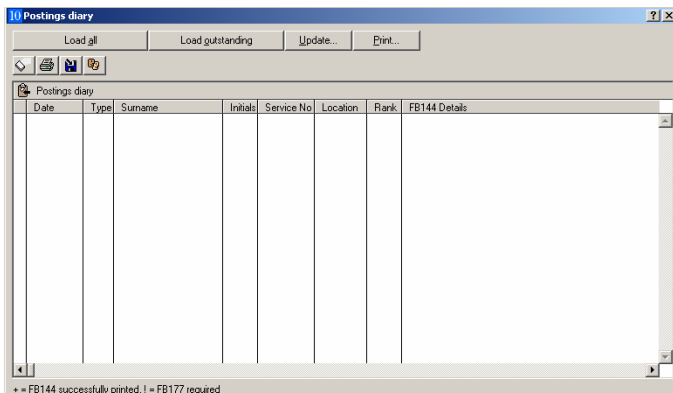


These can be viewed via:

- Click onto Personnel
- Scroll down to Postings
- Click onto the Postings Diary



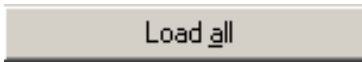
**The Posting Diary window** will appear



The Postings Diary facility depicts all Posting Amendments which have been entered via the Personnel Record Card.

Records that are outstanding or due for amendment will appear in the Posting Diary Window.

By Clicking onto...



Load All button - will load all Postings due regardless of date; therefore the date can be in the future or the past.



Load Outstanding button - only loads those postings where the effective date is before the current date.

The list distinguishes those Postings where an **FB144** has successfully printed and that a memo has been circulated to notify the brigade of this Posting Amendment, postings requiring an **FB177** are also indicated.

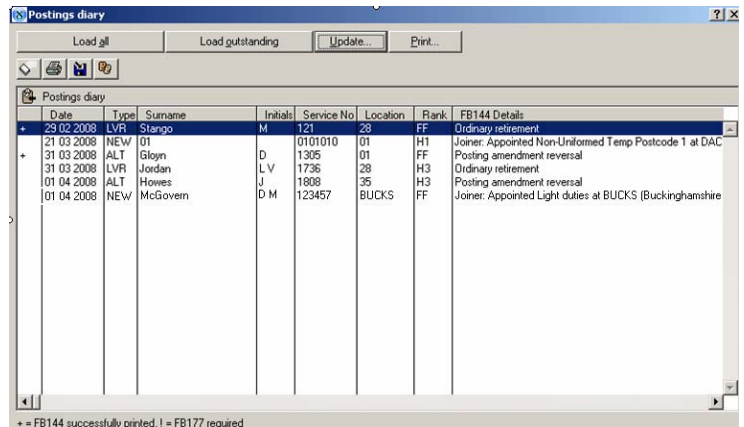


Please refer to the key at the bottom of the Postings Diary window for clarification of the key symbols

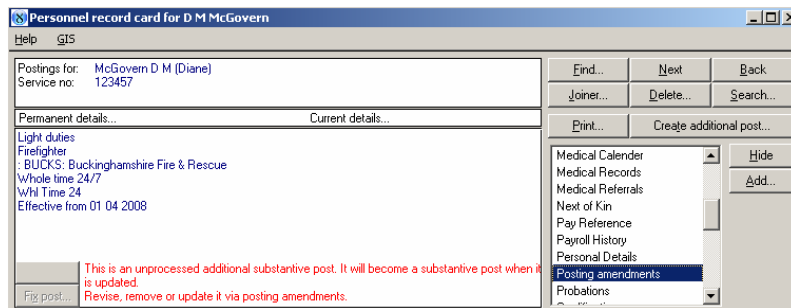
+ = FB144 successfully printed, ! = FB177 required

To open the selected person's PRC:

- Select and highlight the desired posting record
- Click the button represented by a two faces.

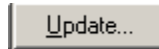


- This will open the posting record



## To Update the Posting

- Click onto the Posting
- Click onto the Update button



Date	Type	Surname	Initials	Service No	Location	Rank	FB144 Details
+ 31 03 2008	ALT	Gloyn	D	1305	01	FF	Posting amendment reversal
31 03 2008	LVR	Jordan	L V	1736	28	H3	Ordinary retirement
01 04 2008	NEW	McGovern	D M	123457	BUCKS	FF	Joiner. Appointed Light duties at BUCKS (Buckinghamshire Fire)
01 04 2008	ALT	Howes	J	1808	35	H3	Posting amendment reversal
21 03 2008	NEW	01		0101010	01	H1	Joiner. Appointed Non-Uniformed Temp Postcode 1 at DAC



A dialog box will appear – as shown -

- Click onto the OK button

The user has the ability to bulk update postings by selecting multiple lines (hold the Ctrl key and click onto the Postings) and then pressing the Update button. This will only update those records that have been printed.



The '+' sign next to the Posting lets you know that the Posting has been Printed.

As you can see once the record has been updated it will no longer appear in the 'Postings Diary' window

The next Posting in the list doesn't have a '+' sign next to it, this means it has **NOT** been printed

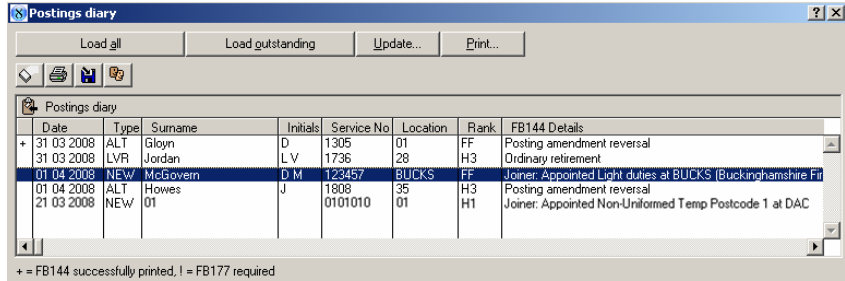
Date	Type	Surname	Initials	Service No	Location	Rank	FB144 Details
31 03 2008	ALT	Gloyn	D	1305	01	FF	Posting amendment reversal
31 03 2008	LVR	Jordan	L V	1736	28	H3	Ordinary retirement
01 04 2008	NEW	McGovern	D M	123457	BUCKS	FF	Joiner. Appointed Light duties at BUCKS (Buckinghamshire Fire)
01 04 2008	ALT	Howes	J	1808	35	H3	Posting amendment reversal
21 03 2008	NEW	01		0101010	01	H1	Joiner. Appointed Non-Uniformed Temp Postcode 1 at DAC

If you click onto the Update button a dialog box will appear – as shown -



- Click onto the OK button

- Click onto the Posting
- Click onto the Print button

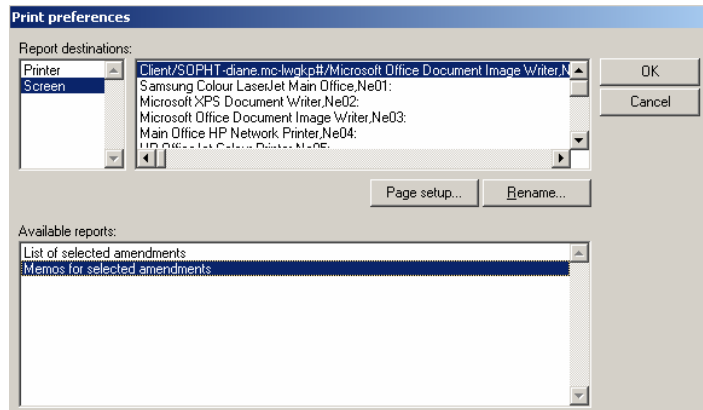


Postings must be printed one record at a time.

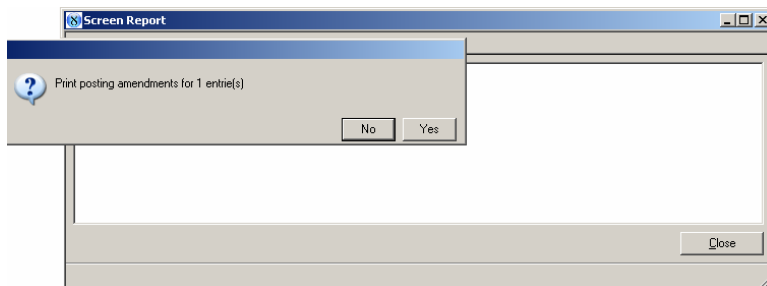
The Print Preference window will appear

To view the Report

- Click onto the Screen other wise
- Click onto Printer
- Select the printer (if there is more than one)
- Select the Available Report
- Click onto the OK button



A dialog box and the Screen report will appear



- Click onto the Yes button

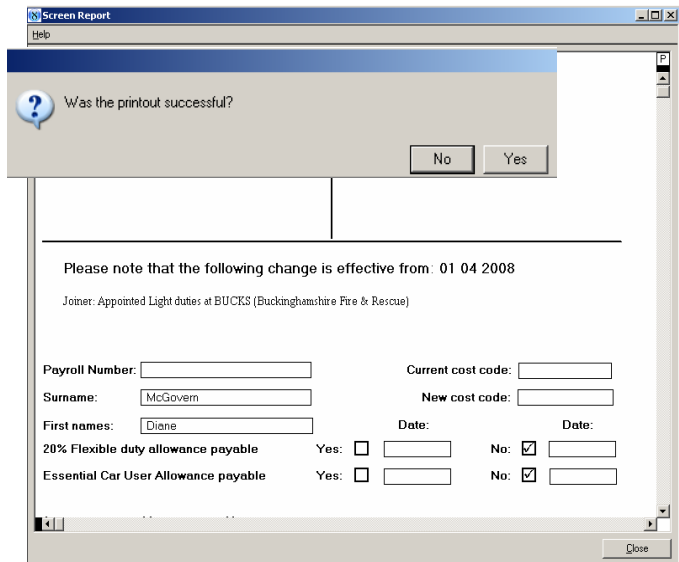
Another dialog box will appear asking you if the print was successful

- Click onto the Yes button

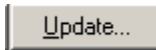
The Report will still be open

- Click onto the Close button

You need to refresh the system for the Posting to update itself



- Click onto the Update button

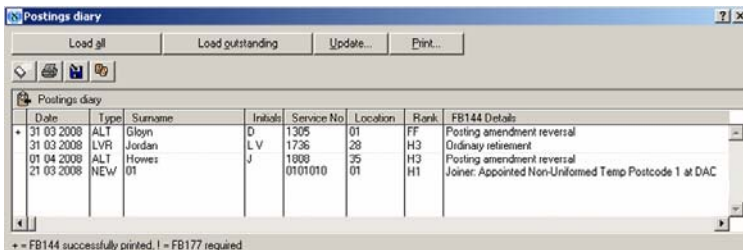


The Dialog box will appear



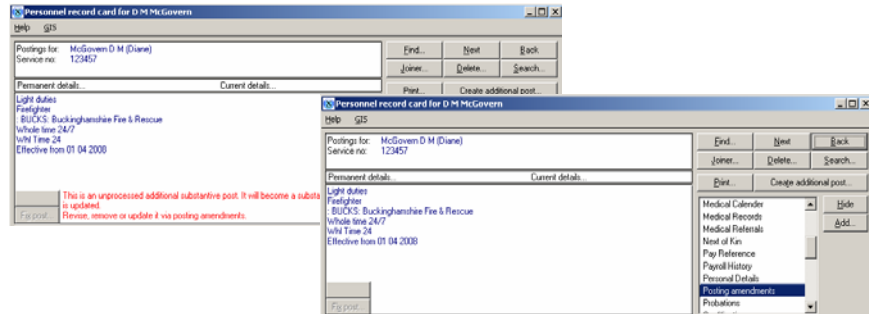
- Click onto the Yes button

As you can see the Posting has disappeared



## Open the Personnel Record Card (PRC) that you have just updated

As you can see the PRC has updated the Posting Record



If the PRC is open use the Next and Back buttons to Refresh and Update the Record.

