MIS

Maritime Information System

Work Instructions:

Dispatch Module of MIS

USMX

VERSIANT

COMPLEX IT MADE SIMPLE

I.L.A.

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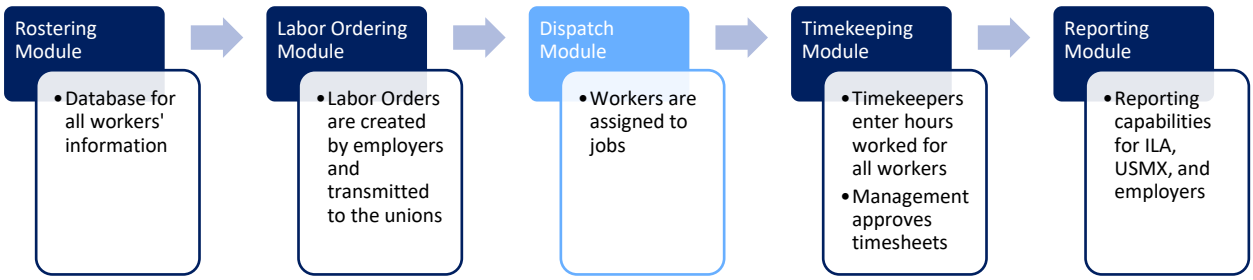
Purpose

Maritime Information System (MIS) is comprised of five modules: Rostering, Labor Ordering, Dispatching, Timekeeping, and Reporting. The Dispatch Module of MIS is intended assist dispatchers when assigning workers to jobs. Once dispatchers assign workers to jobs, the information will transmit to the timekeepers through MIS to fill in the time.

This Work Instruction illustrates the dispatching of workers in the Dispatch Module of MIS using the Dispatch by Date screen.



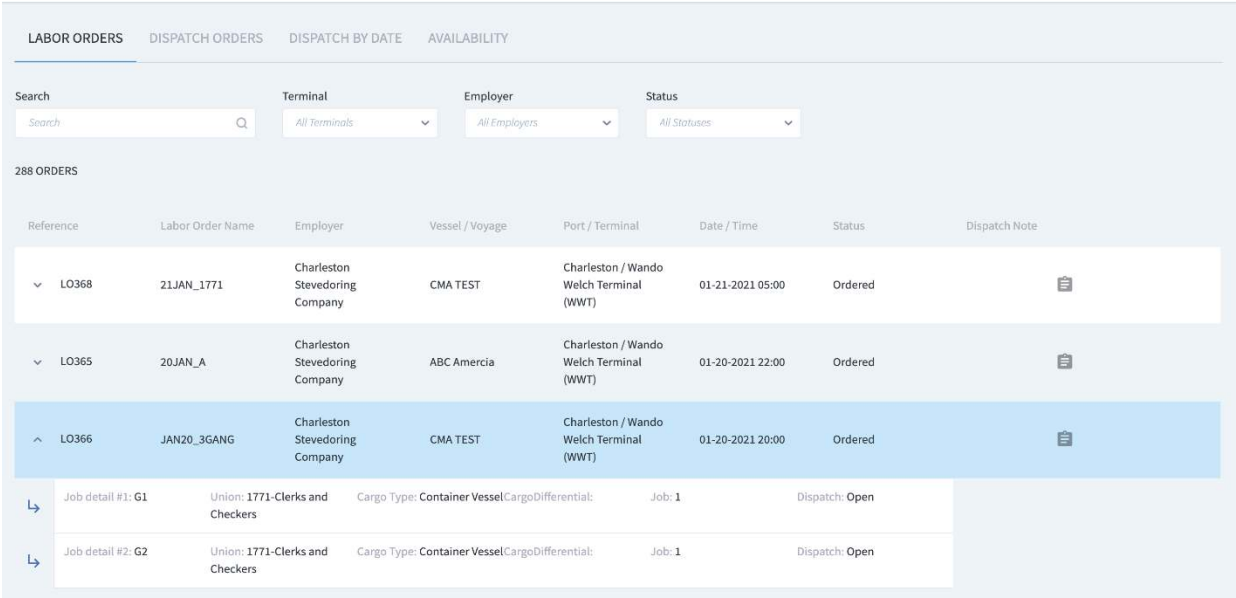
MIS has been developed to meet the needs of multiple locals. Locals who muster and assign workers by gang will use the general dispatch function found by opening a labor order. Locals who use a calling system will use the Dispatch by Date functionality, which is designed for locals who use a call or shape-up method of dispatch typical of clerks and checkers union halls.

Getting Started

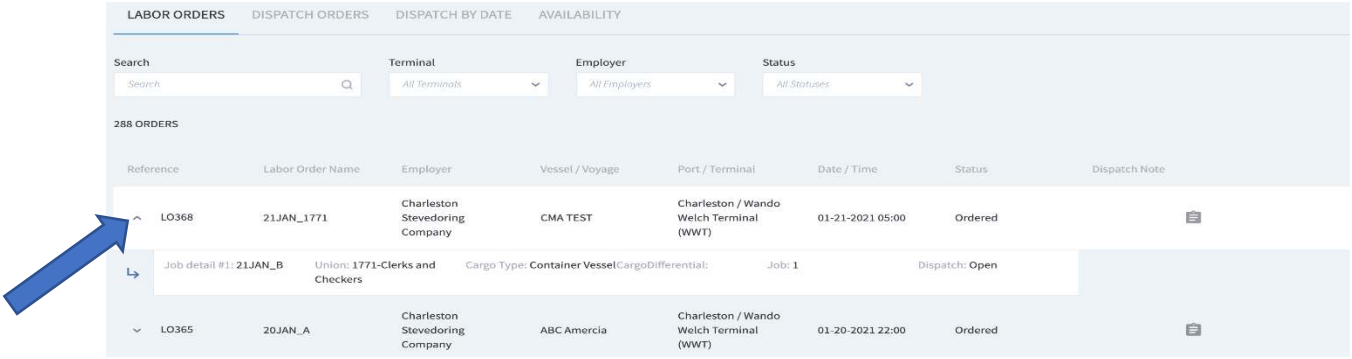
Log on to the MIS system by navigating to the following website: https://maritimeinformationsystem.com/users/login. Enter Login and Password and click Log In.

Viewing Labor Orders and Dispatch Orders

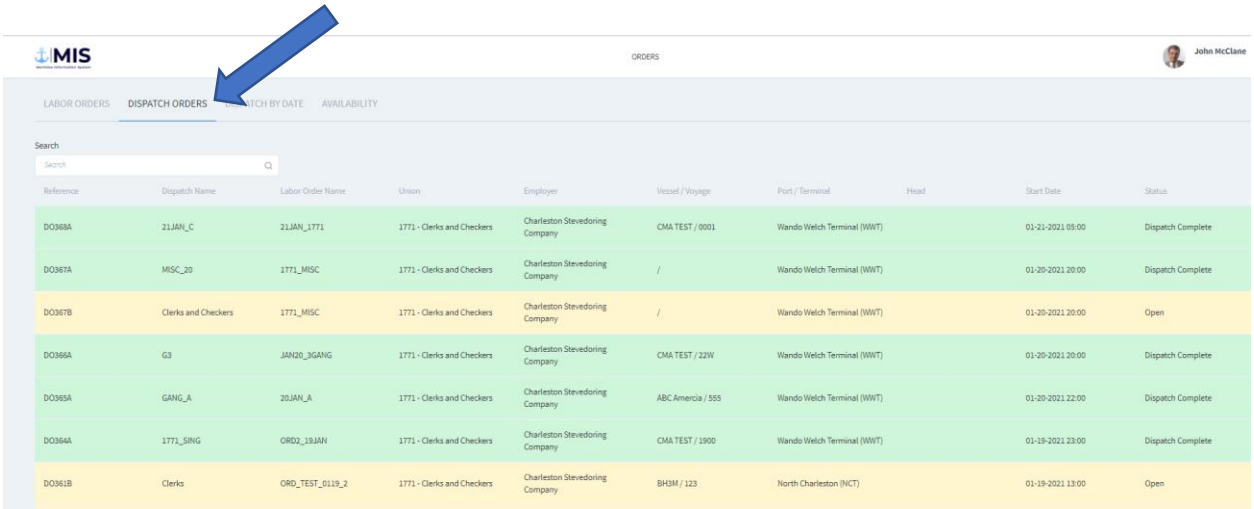
MIS will display a list of labor orders, once logged in. When an employer publishes a labor order, it will appear on this screen for the dispatcher(s).



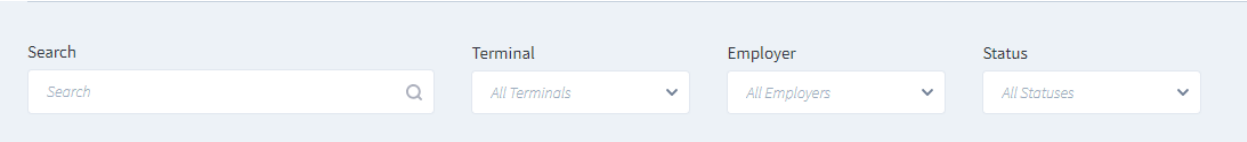
Clicking on the arrow next to a labor order will display the dispatch orders (or gangs):



To display only Dispatch Orders, click on the Dispatch Orders tab. Orders to be dispatched show in yellow and orders that have been dispatched show in green.



There is search functionality at the top of the menu screen. Keywords can be entered or the dropdowns can be used to search by Terminal, Employer, and Status.



Send Labor Order Back to Employer

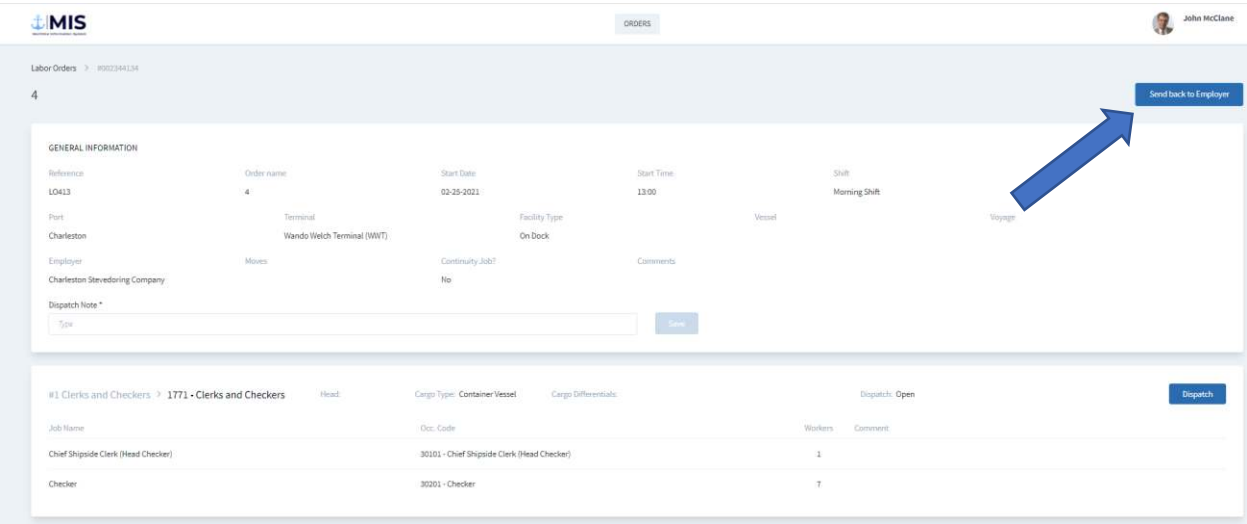
If errors are found in the labor order, it can be sent back to the employer for corrections.

To send the labor order back to the employer, click on the name of a labor order to open it. MIS will open the labor order.

In the top, right-hand corner of the screen, there is a Send back to Employer button.

Important information:

- The labor order can only be sent back if no workers are dispatched against it.
- Once the button is clicked to send the labor order back to employer, it cannot be viewed until the employer resubmits it.
- There is no notification to the employers that a labor order has been sent back. A phone call or email will be necessary to inform the employer the labor order will need to be resubmitted.



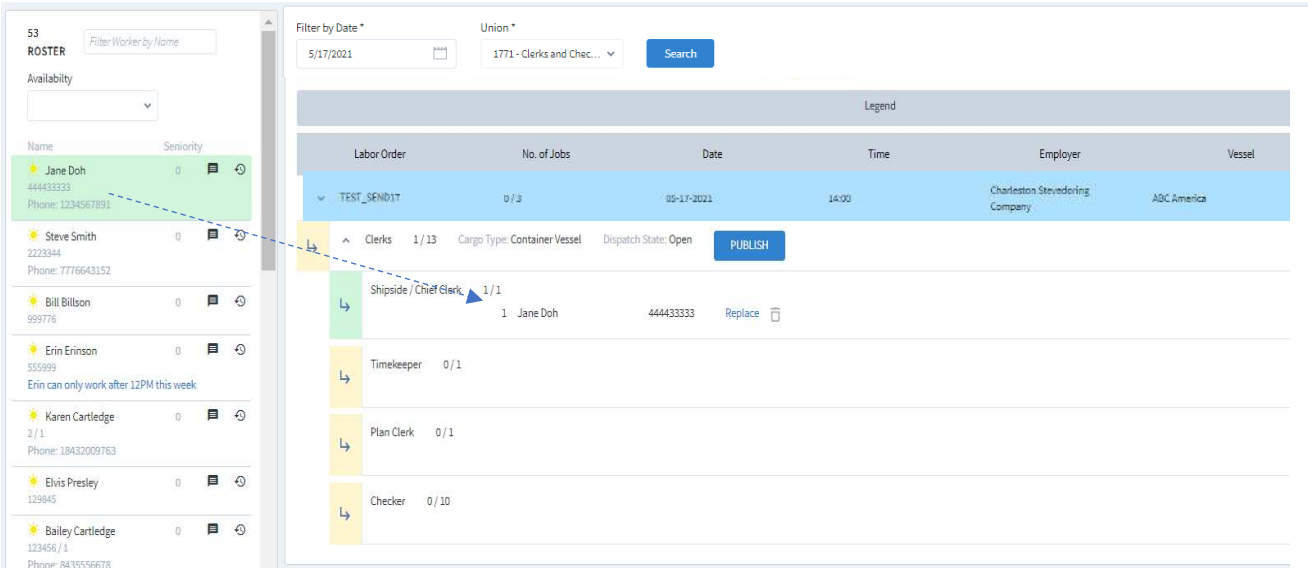
Dispatching Workers

Click on **Dispatch by Date** at the top of the screen.

Enter the date to be dispatched in the “Filter by Date” field and click Search.

MIS will display all labor orders sent in for that date range as well as a roster of workers. To view jobs within the labor order, click on the dropdown arrow next to the labor order name.

To dispatch a worker to a job, drag the worker over to the job title.

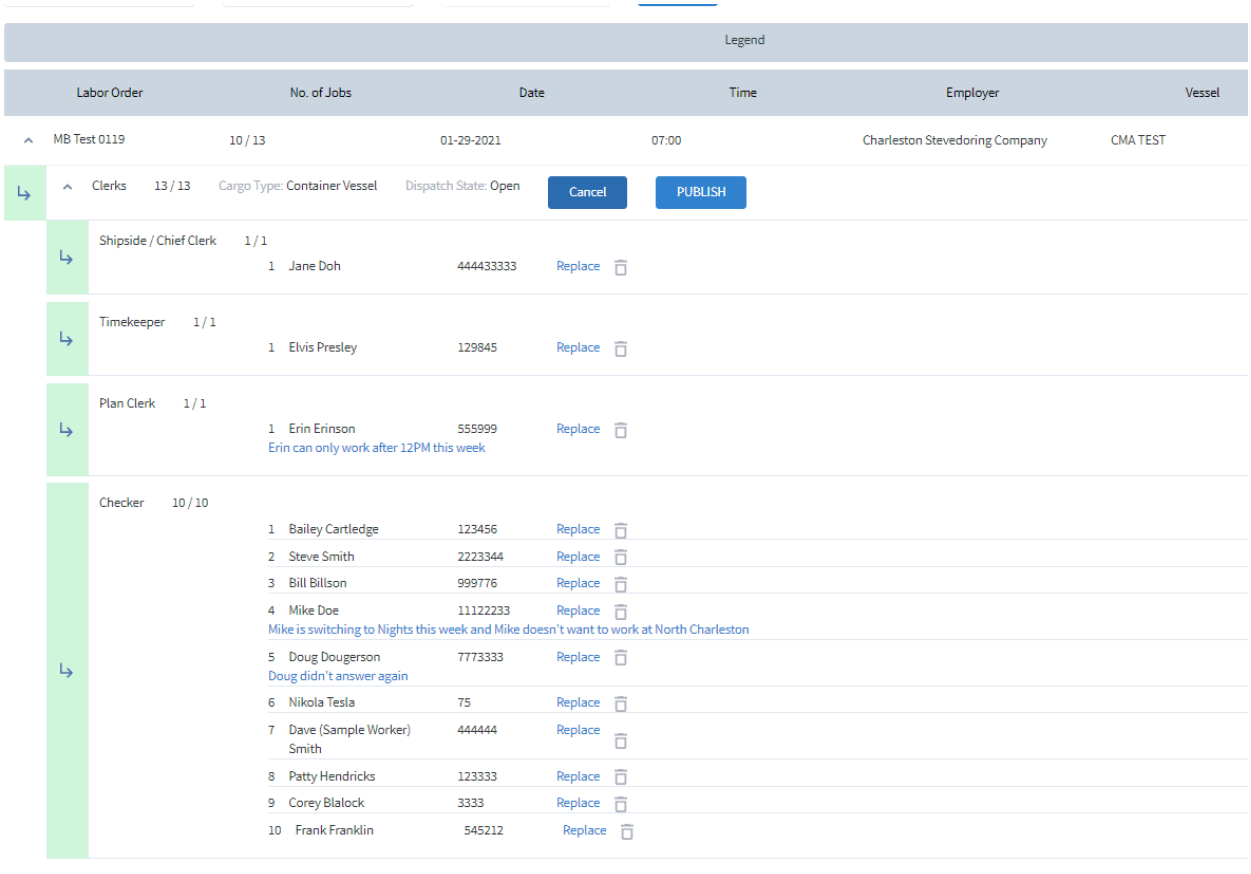


Once dispatched, the worker turns green in the roster. (Workers dispatched for night shift will turn blue.)

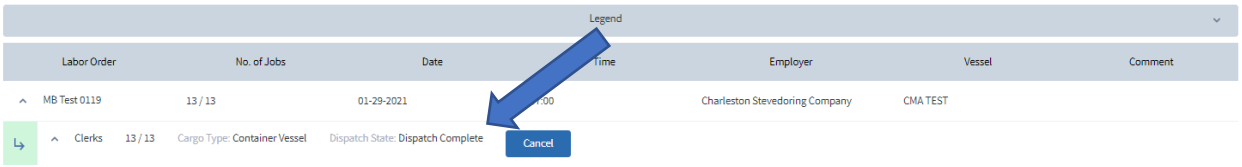
The arrow next to the job title turns green when all jobs for that job title are filled.

To REMOVE a worker from a job, click on the icon next to the worker’s name. To REPLACE a worker, please see the section on Replacements on page 8 of this Work Instruction.

When all jobs are filled, click PUBLISH next to the job order name. This will transmit the order to the timekeeping module for timekeepers to fill in.



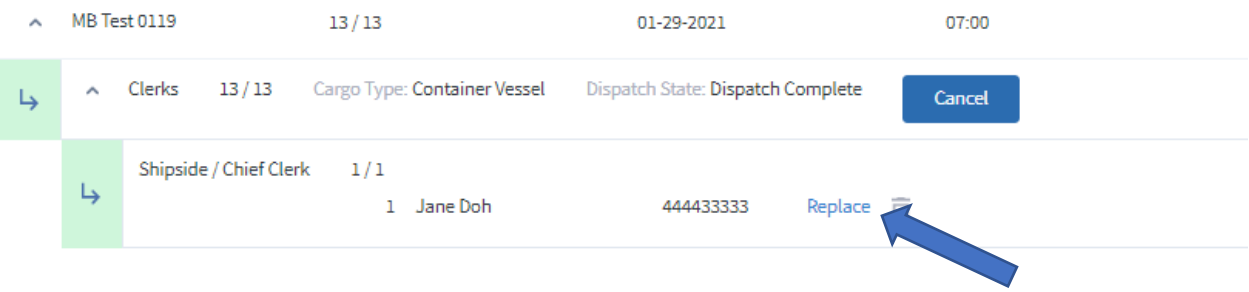
The status changes to DispatchComplete.



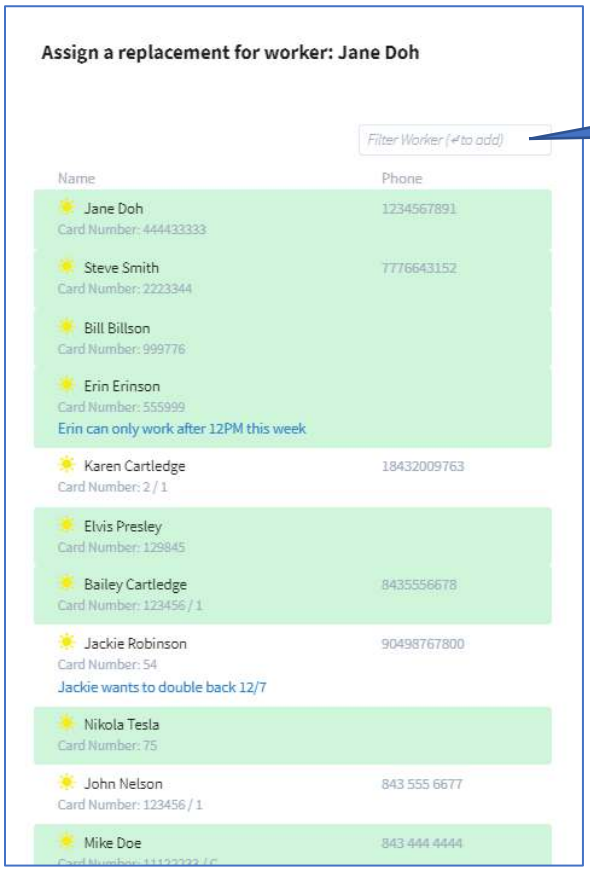
Once published, the only edits that can be made are replacements (which are not transmitted to timekeepers) or canceling an order.

Dispatching Replacements

To replace a worker in a job, click on Replace next to the worker's name.



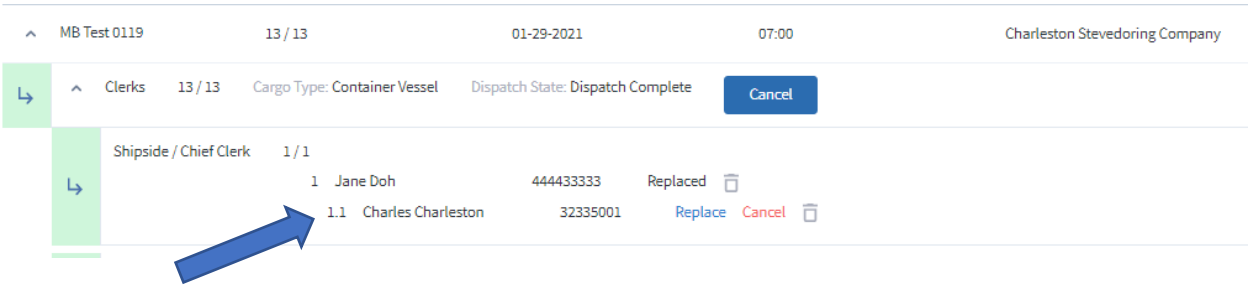
MIS will display a window where a replacement can be chosen. Workers in green (or blue) have been dispatched. Workers in white are available.



Workers can also be looked up by name.

To choose a worker, click on the worker's name (worker will turn yellow), scroll down to the bottom of the screen and click SAVE.

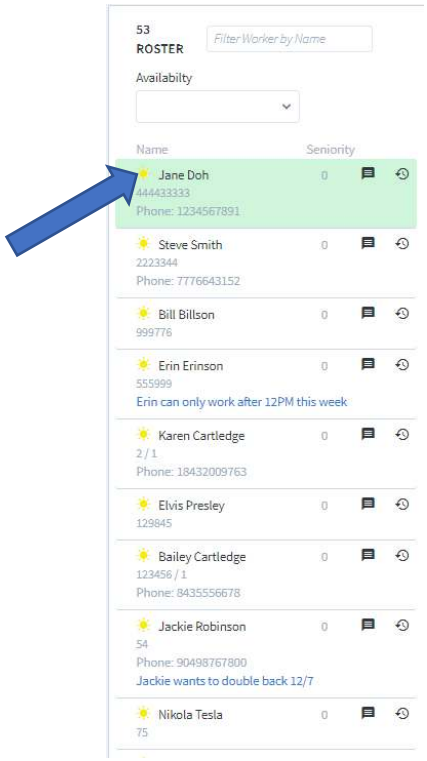
The replacement worker will appear under the original worker:



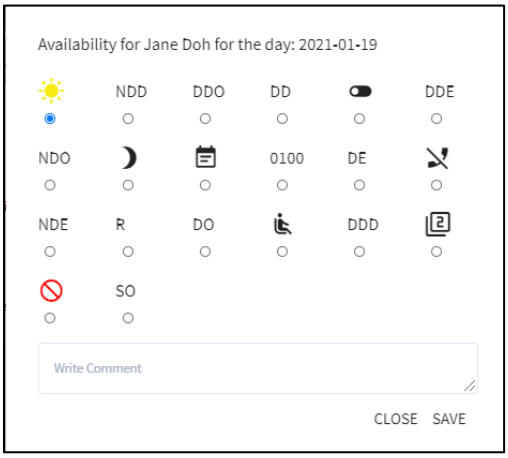
Setting Worker Availability

In MIS, there are two ways to set a worker's availability.

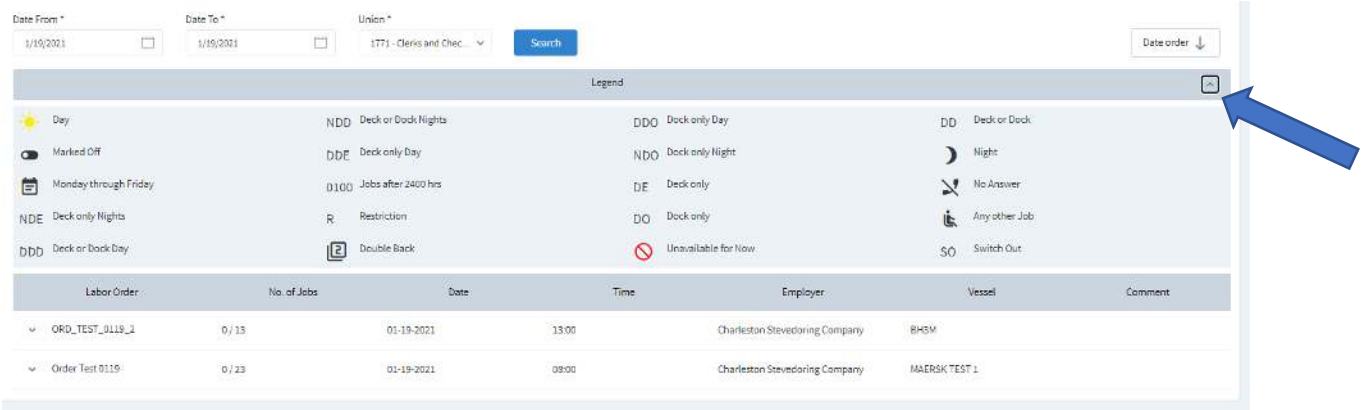
In the Dispatch by Date screen, click on the availability icon next to the worker's name. The default availability is "day" and is displayed as a sun.



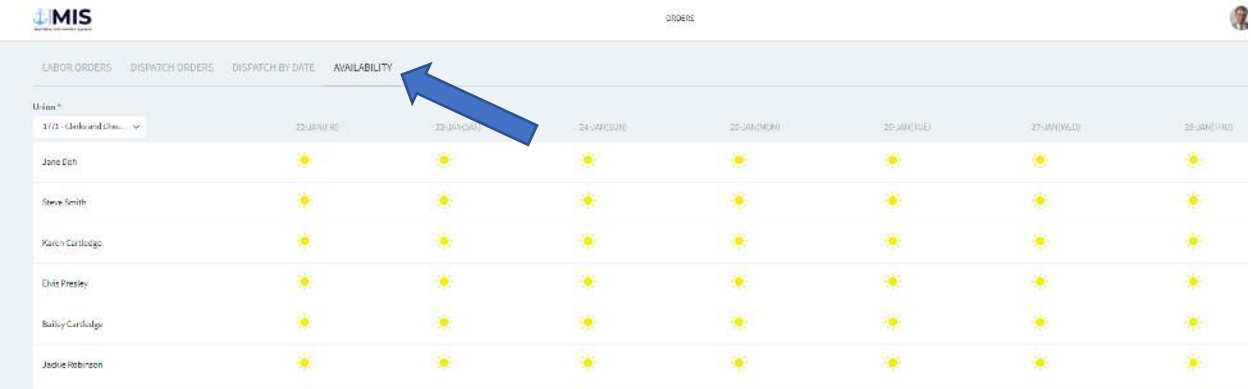
The below menu screen will open where an availability code can be chosen. Once the code is chosen, click SAVE.



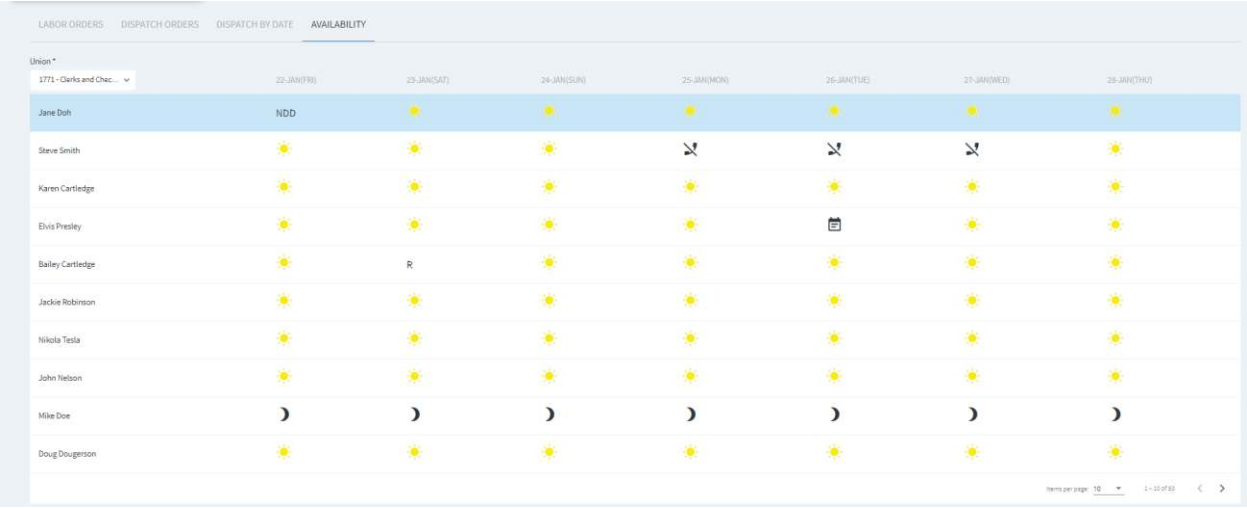
A Legend of Availability Codes can be found by clicking on the drop down next to Legend just below the dates on the Dispatch by Date screen.



Availability codes can also be set for up to seven days in advance in the Availability screen.

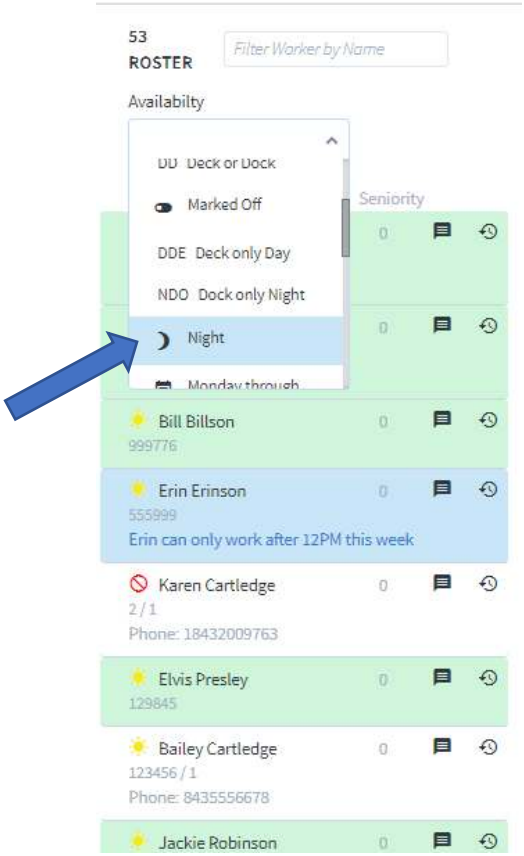


To change a worker's availability, click on the availability icon (the sun in this example) and choose the code that pertains to the worker.

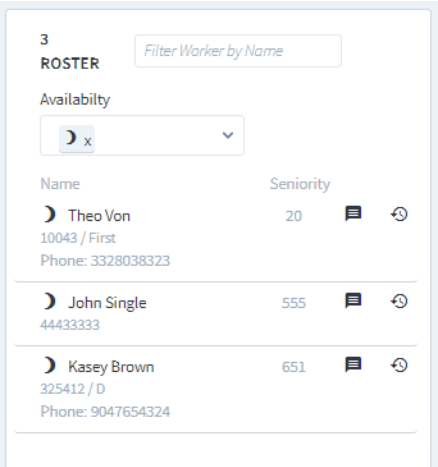


When dispatching workers in the Dispatch by Date screen, the workers can be filtered by their availability code.

Use the Availability drop down at the top of the roster to filter workers.



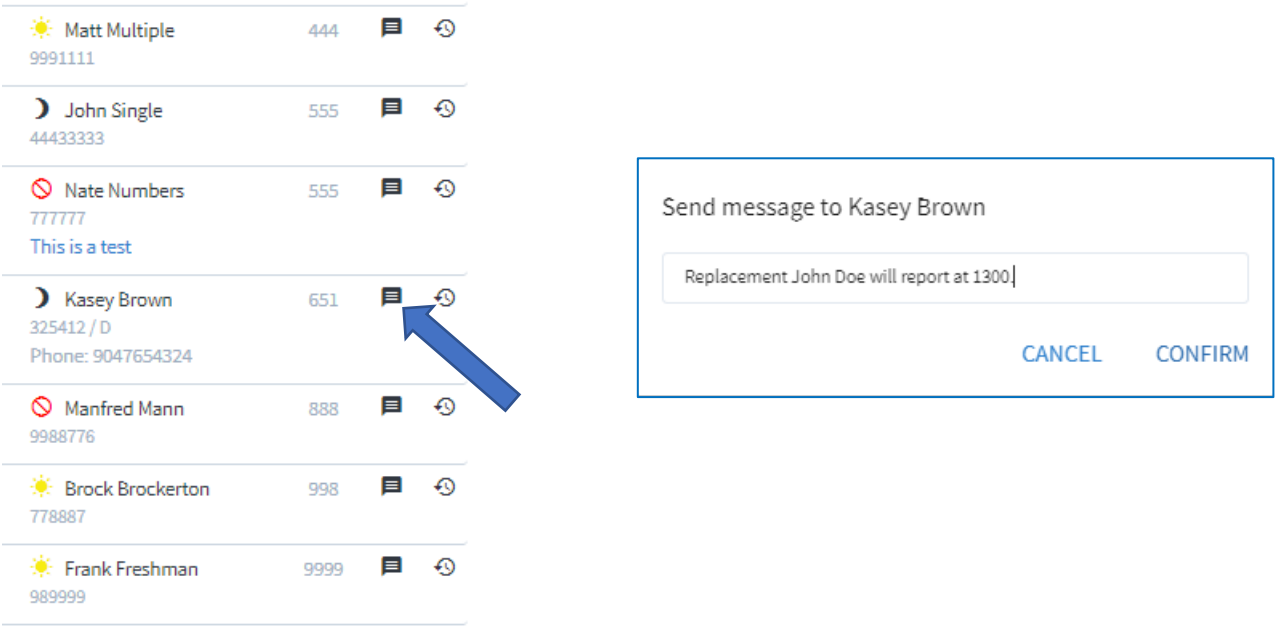
MIS will now display workers with that availability code.



Note: multiple codes can be chosen.

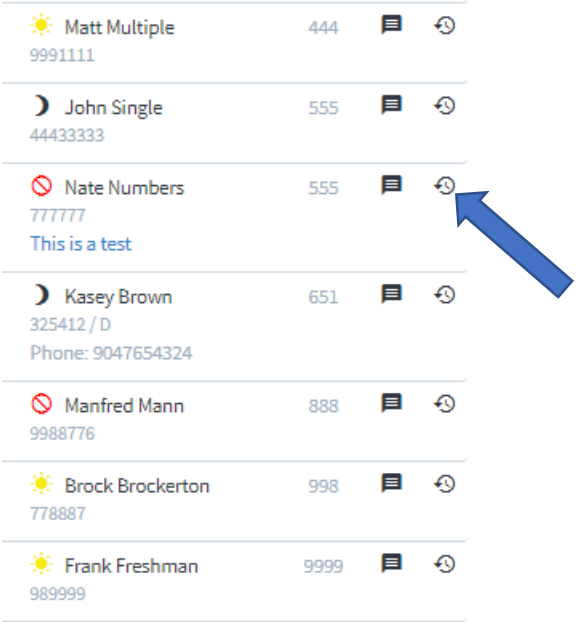
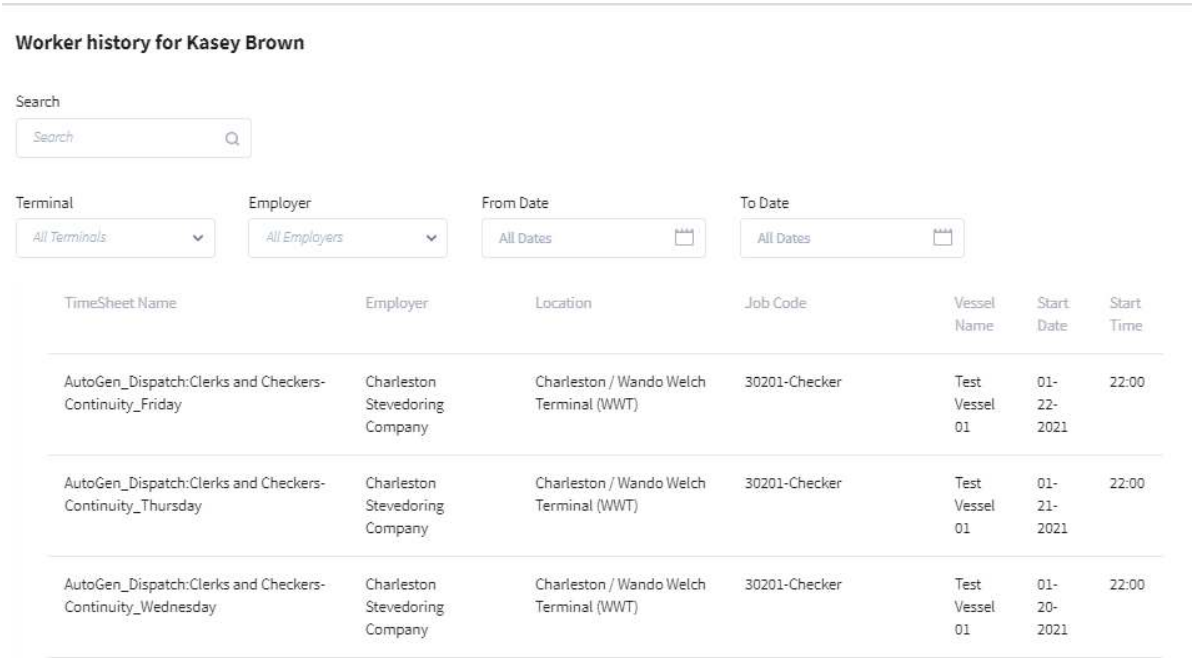
Send Message to Workers

MIS has the ability to send SMS text messages to workers through the Dispatch Module. To send a text, click on the icon that looks like a conversation bubble next to the worker's name, type the message into the window that pops up and click CONFIRM. All sent messages are recorded in the roster.



View Worker History

MIS will display work history from the Dispatch module. To view past jobs for a worker, click on the clock icon next to their name in the roster list.



MIS will display their latest jobs in date order. There are filters and a keyword search function to assist in finding specific information.