



Setting up preferences and signing up for HCP/OPA overtime

1) Log in to TeleStaff and navigate to My Info



2) Select Preference from the tabs across the top

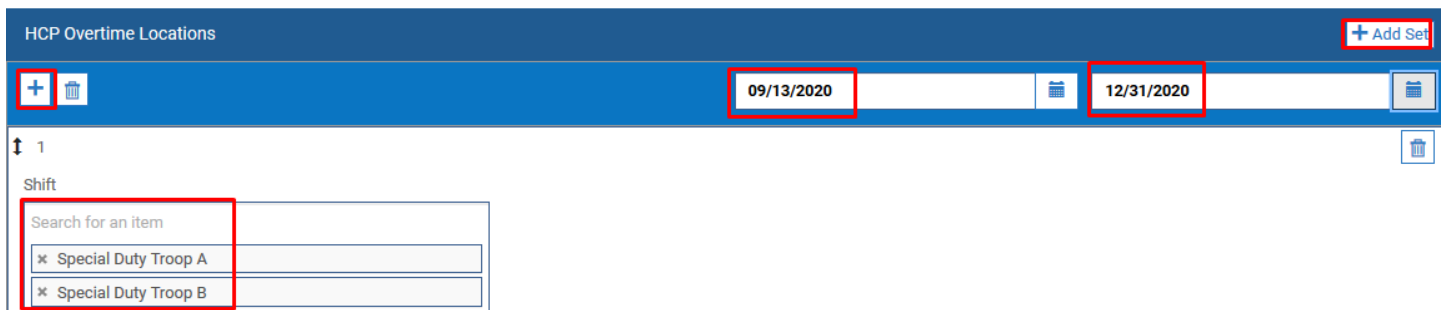


3) There are four options on this tab that pertain to HCP/OPA overtime

- a. HCP/OPA Notification Opt In – This is to receive notifications for last minute HCP/OPA opportunities. Select Add Set on the right side of the pane and then select the ‘+’ button. This will enable a search box. Type in “Special Duty” and select it. This will opt you in. This is a permanent setting until removed.



- b. HCP Overtime Locations – This is to select which troop locations to work HCP/OPA overtime in. Select Add Set on the right side of the pane and then select the ‘+’ button. This will enable a search box. Type “Troop” in the box and select the desired troop. Repeat this process to select as many as desired. This is a temporary setting, so effective dates must be entered. This allows one to set semi-permanent dates by entering an end date far into the future or short term dates by entering smaller date ranges.



- c. OPA Overtime Locations – This is to select which troop locations to work HCP/OPA overtime in. Select Add Set on the right side of the pane and then select the ‘+’ button. This will enable a search box. Type “Troop” in the box and select the desired troop. Repeat this process to select as many as desired. This is a temporary setting, so effective dates must be entered. This allows one to set semi-permanent dates by entering an end date far into the future or short term dates by entering smaller date ranges.



OPA Overtime Locations + Add Set

+ 09/13/2020 10/31/2020

↓ 1

Shift

Search for an item

- * Special Duty Troop D
- * Special Duty Troop C

- d. OPA Types - This is to select different OPA event types. Select Add Set on the right side of the pane and then select the '+' button. This will enable a search box. Type "OPA" in the box and select the desired type. Repeat this process to select as many as desired. This is permanent setting until removed.

OPA Types + Add Set

+

↓ 1

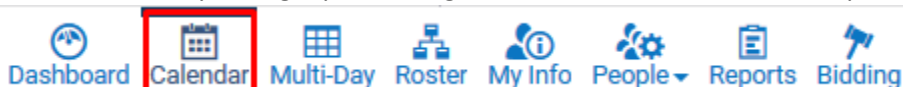
Specialty

Search for an item

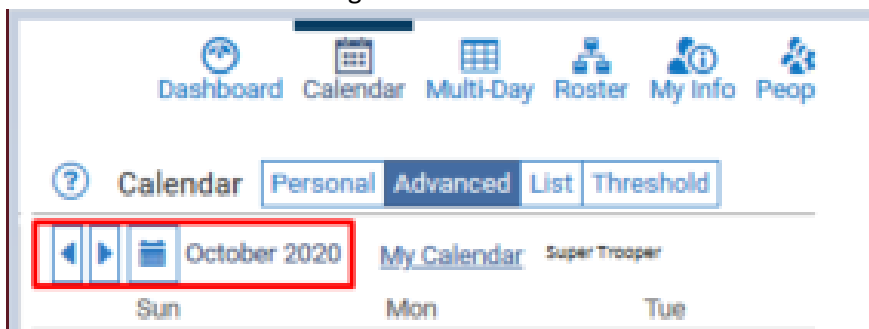
- * OPA DSS
- * OPA ESCORT

- e. Select Save in the top right when finished.

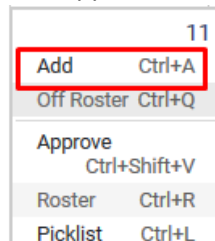
- 4) To select which days to signup for, navigate to the Calendar across the top.



- 5) Use the date selector to navigate to the desired month.



- 6) Select which days to signup for by left clicking on the open space in the target date. To select multiple days, click and hold the mouse and drag across dates or hold the 'control' key and select the desired dates. On the menu that appears, select Add.





- 7) Select Signup HCP/OPA Full Day. You may adjust the times to reflect when you would like the job to START (For example changing the times to 0400-1100 to avoid jobs that might start before or after that timeframe). Select Save.

* Required field.

Work Code *

Signup HCP/OPA Full Day

From	Through	Hours
00:00	00:00	24



Account

Note

Add?

<input checked="" type="checkbox"/>	10/11/2020 <none>	<input checked="" type="checkbox"/>
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[More details ...](#)

Cancel Save

- 8) The signup now appears on the calendar. Repeat as desired.

