

## Welcome

Welcome to the mybcmea.com web based Plugin system.

mybcmea.com Despatch Information area has been enhanced to include a "Plugin" area. If you are on the Squamish, Checkers or First Aid telephone boards you will be able to Plugin easily and quickly through the mybcmea.com Plugin pages.

Please use the help index on the left hand side of the screen to navigate through the Plugin help pages to learn how easy the Plugin process really is.

To see what new features and web site enhancements will be available in the near future, check the "Site Status Update" link under Quick Links available within the "Despatch Information" section of mybcmea.com.

The Current despatch information is real time. This information may change so please check your work status frequently!

Should you require further assistance, you may contact the mybcmea.com technical support line at (604) 694-2307 or use the "contact us" link to send us your comments and/or feedbacks.

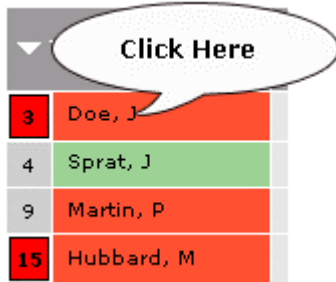
We would like to hear from you.

## Getting Started

mybcmea.com allows longshore employees on the telephone boards (Squamish, First Aid, Checkers) to Plugin via the web.

Employees on the telephone boards may enter the Plugin area by clicking on the plate for each board that they are member of.

Find your board and plate and click on your name to bring up the new Plugin window.



Once you click on your plate, you will see the Plugin window pop open, defaulting to the same shift that you were looking at on the board.

## Overview - Page Layout

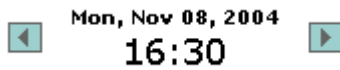
mybcmea.com web based Plugin page is shown below. Please familiarize yourself with the features available on the page.

The screenshot displays the mybcmea.com web-based Plugin page with several callouts explaining its features:

- Shows your despatch plate:** Points to the top section of the page showing a green despatch plate with the text "Doc, J CDFA 012345 BRD 01".
- Plate Legend explains the rating symbols and colors on the plate:** Points to the "Plate Legend" box on the right, which lists:
  - Plate Insert Rating: Dock L/R Truck
  - Rating: LIFT TRUCK (DOCK)
  - Rating: CHECKER (DOCK)
  - Rating: BOMB CART
- Use arrow buttons to navigate through available shifts:** Points to the left and right arrow buttons in the "Select Plugin Shift:" section.
- Click here to Plugin or Un-Plug for the shift shown:** Points to the "Plugin for 16:30 shift" checkbox.
- Click on [+] box to view available Options, Toggles and Preferences:** Points to the expandable sections: "Plugin Options:", "Plugin Toggles:", and "Plugin Preferences:".
- Shows current Plugin Status:** Points to the "Plugin Status: Not Plugged In" section.
- Verify your changes in this area:** Points to the status message: "You are not plugged in for the 16:30 shift on Mon, Nov 08, 2004".
- Confirmation Receipt will be displayed here:** Points to the receipt information at the bottom of the status box:
  - Last: Sun, Nov 07, 2004
  - Change: 2010:29 - mybcmea.com
  - Conf. No.: #88881433
- Click "submit plugin" to save your changes:** Points to the "Submit plugin" button.
- Print your receipts using this link:** Points to the "Print Receipt" button.
- Click To view ordered jobs:** Points to the "View ordered jobs" link.
- To view and choose Plugin Preference via pick list click here:** Points to the "Select plugin preferences from pick list" link.

## How to Perform A Simple Plugin

**Step 1** – Use the arrow buttons to scroll through the available shifts for Plugin.



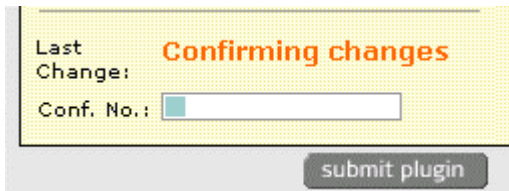
**Step 2** – To Plugin for the shift click on the check box. (To unplug for the shift you can uncheck the box. Please note this will also unplug any preferences and/or options you have chosen for this shift. Plugin Toggles will remain unchanged.)



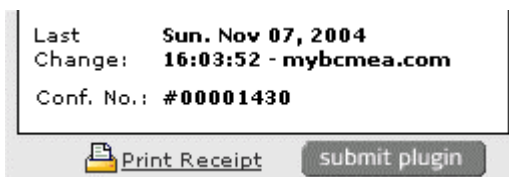
**Step 3** - Confirm your changes before submitting them by viewing the Plugin Status Window.

You have plugged in for the 16:30 shift  
on Mon, Nov 08, 2004

**Step 4** – Once you are satisfied with your pending changes press the "submit Plugin" button at the bottom of the Plugin Status window to save.

A screenshot of a confirmation dialog box. The title is "Confirming changes" in orange. Below the title, it says "Last Change:" followed by the text "Conf. No.:". There is a small blue square next to the "Conf. No.:" label and a text input field. At the bottom right of the dialog is a button labeled "submit plugin".

**Step 5** – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the "print receipt" link to print your Plugin receipt.

A screenshot of the final Plugin Status window. It displays the following information: "Last Change: Sun, Nov 07, 2004 16:03:52 - mybcmea.com" and "Conf. No.: #00001430". At the bottom, there is a "Print Receipt" link with a printer icon and a "submit plugin" button.

## How to Add or Remove Plugin Options

**Step 1** - Before using the Plugin options, ensure you have selected the correct shift and have clicked on "Plugin for shift" check box.

◀ **Mon, Nov 08, 2004** ▶  
**16:30**

**Plugin for 16:30 shift**

**Plugin Options:**

**Plugin Toggles:**

**Plugin Preferences:**

**Step 2** – Click on the "Plugin Options:" box to show available options for this shift.

**Plugin Options:**

**Let Button Go By**

**Step 3** – Check or un-check boxes by clicking on them to add or remove your Plugin option choices.

**Plugin Options:**

**Let Button Go By**

**Step 4** – Verify your changes in the Plugin status windows.

**Your selected plugin options and toggles are:**

Let Button Go By


**Step 5** – Once you are satisfied with your pending changes press the "submit Plugin" button at the bottom of the Plugin Status window to save.

Last Change: **Confirming changes**

Conf. No.:

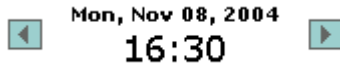
**Step 6** – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print the information above.

Last	<b>Sun. Nov 07, 2004</b>
Change:	<b>16:03:52 - mybcmea.com</b>
Conf. No.:	<b>#00001430</b>

 [Print Receipt](#)

## How to change Plugin Toggles

**Step 1** – Select any shift that is before the expiry time of the toggle you wish to change. For example: If you wish to change lines toggle expiring on 12:00 Monday the 8th the toggle will be available starting at 12:00 pm from the 16:30 Sunday shift to the 08:00 Monday shift.



**NOTE:** It is not necessary to Plugin for a shift to Plugin for toggles. However you may only change Plugin toggles for shifts within the current expiry period of any toggle.

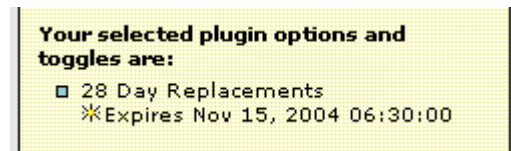
**Step 2** – Click on “Plugin Toggles” box to show available toggles.



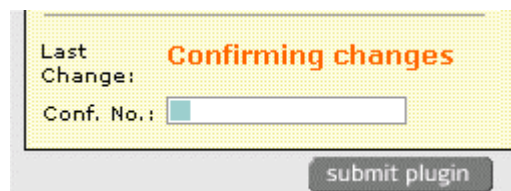
**Step 3** – Check or un-check boxes by clicking on them to add or remove your Plugin toggle choices.



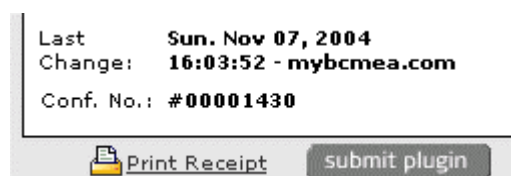
**Step 4** – Verify your changes in the Plugin status windows.



**Step 5** – Once you are satisfied with your pending changes press the “submit Plugin” button at the bottom of the Plugin Status window to save.

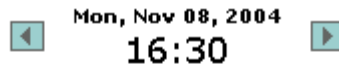


**Step 6** – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print your Plugin receipt.



## How to Add or Remove Plugin Preferences by Code

**Step 1** - If you have not already done so, ensure the shift you wish to add or remove Preferences for is checked off for Plugin.



**Plugin for 16:30 shift**

**Plugin Options:**

**Plugin Toggles:**

**Plugin Preferences:**

**Step 2** – Click on the "Plugin Preferences:" box to show the available number of Preference selections for this shift.

**Plugin Preferences:**


Enter up to 3 preference codes, or choose your plugin preference from any of the ordered jobs.

First	Second	Third
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step 3** – If you know the Plugin preference code(s), simply type them into the selection boxes in the order you wish to apply them for.

**Plugin Preferences:**

Enter up to 3 preference codes, or select your plugin preference from the pick list.

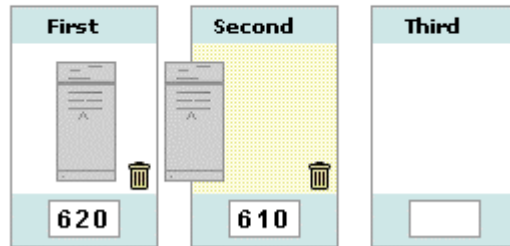
First	Second	Third
 <input type="text" value="620"/>	<input type="text"/>	<input type="text"/>

You can remove Plugin Preferences by clicking on the garbage bin image beside the preference you would like to remove. Alternatively you may remove the preference by highlighting the box and pressing delete key

**Step 4 (Optional)** – Plugin Preference sequence can be changed by moving the mouse pointer to the slip image you want to move, holding left mouse click and moving the slip image to the desired position (drag and drop).

**Plugin Preferences:**

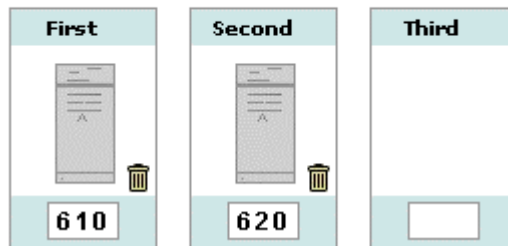
Enter up to 3 preference codes, or select your plugin preference from the [pick list](#).



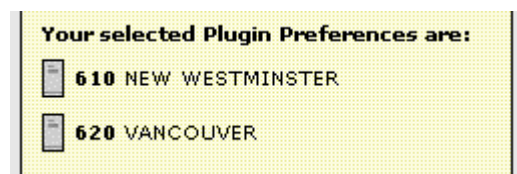
Once you drop the image where you would like it to be, the Plugin Preference sequence will be updated.

**Plugin Preferences:**

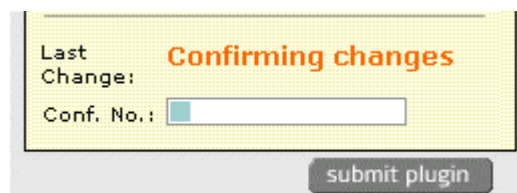
Enter up to 3 preference codes, or select your plugin preference from the [pick list](#).



**Step 5** – Verify your changes in the Plugin status windows.




**Step 6** – Once you are satisfied with your pending changes press the “submit Plugin” button at the bottom of the Plugin Status window to save.



**Step 7** – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print your Plugin receipt.

Last	<b>Sun. Nov 07, 2004</b>
Change:	<b>16:03:52 - mybcmea.com</b>
Conf. No.:	<b>#00001430</b>

 [Print Receipt](#)

## How to Add or Remove Plugin Preferences from the Pick List

**Step 1** -In addition to adding and removing preferences by code, the Plugin preference pick list offered at the bottom right-hand side of the screen can be used to modify Plugin Preferences. Simply click on "Select plugin preferences from the pick list" to view the available codes.

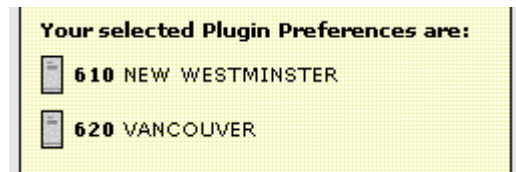


Once you have clicked on the tab, the preference pick list will appear just below the link. The complete list of available preferences will be shown.

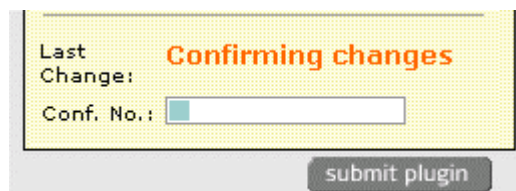
**Step 2** - Scroll to find the preference(s) you wish to select and click on "add pref" button to add up to 3 Plugin preference choices, in the order you add them.

	Code	Description
<input type="button" value="add pref"/>	600	ALL PORTS
<input type="button" value="add pref"/>	601	ALL PORTS PREFERRED
<input type="button" value="add pref"/>	602	ALL PORTS LAST
<input type="button" value="del pref"/>	610	NEW WESTMINSTER
<input type="button" value="add pref"/>	611	NEW WESTMINSTER PREFERRED
<input type="button" value="add pref"/>	612	NEW WESTMINSTER LAST
<input type="button" value="del pref"/>	620	VANCOUVER
<input type="button" value="add pref"/>	621	VANCOUVER PREFERRED

**Step 3** – Verify your changes in the Plugin status windows.




**Step 4** – Once you are satisfied with your pending changes press the "submit Plugin" button at the bottom of the Plugin Status window to save.



**Step 5** – When your changes are saved the Plugin Status window will be updated with the date and time it was saved and the confirmation number. Click the “print receipt” link to print your Plugin receipt.

Last	<b>Sun. Nov 07, 2004</b>
Change:	<b>16:03:52 - mybcmea.com</b>
Conf. No.:	<b>#00001430</b>

 [Print Receipt](#)

## How do I Accept My Despatched Job

**Step 1** - In order to confirm the acceptance of your despatched job, you will need to go to the "Current Despatch" page accessible under the "Despatch Information" tab in the top menu bar.



Once you have clicked on the "Despatch Information" tab, the "Current Despatch" page will be shown. Please note this page is the first page that is shown when you log into the mybcmea.com web site.

**Step 2** - Read the entire contents of the job that you have been despatched to including the warnings. You may click on the slip icon to see the actual slip plus all other employees despatched to it.

**You are despatched to:** View Slip 

Order Date: **11.11.2004**

Shift: **NIGHT (16:30)**

Location: **DELTAPORT #1**

Vessel: **OOCL CHICAGO**


Job: **FIRST AID**

Warnings: **DOCK BOX**

Order Pickup Status:  **Order acceptance has not been confirmed.**



**Step 3** - If you decide that you would like to accept this job, press the "submit order pickup" button.

 **I accept this despatched job position.** [submit order pickup](#)


If you change your mind and would like to refuse a job that has been previously accepted, you will need to contact the Despatch Hall directly to let them know.

**Step 4** - When your changes are saved the Order pickup Status window will be updated with the date and time it was saved and the confirmation number. Click the "print receipt" link to print your Order pickup receipt.

**Order Pickup:**

You have confirmed acceptance of this order. **To refuse this order please contact the Despatch Office.** The current despatch information is real time.

Confirmation number: **1026**  
Last change: **Wed. Nov 10, 2004 13:18:13**

 [Print Receipt](#)

## Frequently Asked Questions

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### **I Plugged in. How come the board does not reflect it right away?**

Sometimes the board view may take several minutes to refresh, please be patient as the system refreshes the data. Always review your plugin receipt to ensure that your changes have been made.

### **Can I Plugin for a Toggle without plugging in for shifts?**

Yes. Lines, Vancouver Availability, and 28 Day Replacements do not require you to Plugin for any shift. Please review the "How to change Plugin Toggles" section for further detailed explanation.

### **Why are the Plugin Toggles not offered for certain shifts?**

Select any shift that is within the expiry period of the toggle you wish to change. Please review the "How to change Plugin Toggles" section for further detailed explanation.

### **Where can I view and/or accept my despatched positions?**

mybcmea.com allows employees on the telephone boards to confirm the acceptance of their despatched job in the "Current Despatch" section under "Despatch Information". Please review the "How do I Accept My Despatched Job" section for further detailed explanation.

### **Do I need to print my receipts?**

Yes, we recommend that you print and keep your receipts. These become an **official record** of your plugin.

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